

378. 543
H58CA
1984-85

INDS JUNIOR COLLEGE DISTRICT

Catalog



CAMPUSES: RAYMOND, UTICA, JACKSON (Jackson Campus/Sunset Drive, Universities Center, Nursing/Allied Health Center)
BRANCHES: RANKIN AND VICKSBURG/WARREN COUNTY

Who to Call

General Information: Jackson Campus

Sunset Drive	366-1405
Nursing/Allied Health	372-6507
Universities Center	982-6321
Raymond Campus	857-5261
Utica Campus	1-885-6062 or 354-2327
Rankin Branch	932-5237
Vicksburg/Warren County Branch	638-0600
Admissions — District Office	857-3209
Athletic: Raymond Campus	857-5261
Utica Campus	1-885-6062 or 352-2327
Bus Service: Raymond Campus	857-3367
Utica Campus	1-885-6062 or 352-2327
Cooperative Education & Job Placement	857-3384
Counseling: Jackson Campus	
Sunset Driver	366-1405
Nursing/Allied Health	372-6507
Universities Center	982-6321
Raymond Campus	
Academic	857-3216
Vocational or Technical	857-3372
Utica Campus	1-885-6062 or 354-2327
Rankin Branch	932-5237
Vicksburg/Warren County Branch	638-0600
Evening School & Continuing Education	857-3229
Financial Aid: Raymond, Jackson, & Branches	857-3223
Utica	1-885-6062 or 354-2327
Housing: Raymond Campus	857-3222
Utica Campus	1-885-6062 or 354-2327
Recruiting & Tours of Campus	857-3385
Schedules of Classes	
Evening Classes only	857-3229
Day and Evening Classes	
Available at all locations	
Jackson Campus	
Sunset Drive	366-1405
Nursing/Allied Health	372-6507
Universities Center	982-6321
Raymond Campus	857-3211
Utica Campus	1-885-6062 or 354-2327, ext 225 or 226
Rankin Branch	932-5237
Vicksburg/Warren County Branch	638-0600
Scholarships	857-3363

Closing date for material contained in this catalog was December 31, 1983. The catalog is effective June 1, 1984 through May 31, 1986.

Addenda to show catalog changes will be published periodically. It is the individual student's responsibility to obtain these addenda.

APPLICATION FOR ADMISSION

- * Type or Print
- * Give full name
- * No nicknames
- * Complete all sections
- * Incomplete applications will be returned and could delay your entrance



* PLEASE RETURN TO:
Office of Admissions and Records
Hinds Junior College District
Raymond, MS 39154
Telephone: 857-3209

SOCIAL SECURITY NO. LAST NAME FIRST MIDDLE/MAIDEN

BIRTHDATE MONTH/DAY/YEAR AGE HOME PHONE NUMBER ()

STUDENT'S MAILING ADDRESS - NUMBER AND STREET OR BOX CITY COUNTY STATE ZIP

If your place of birth is outside of the United States, are you now a legal resident of the United States? Yes No

If yes, list alien number

If under age 18 list name of parent or legal guardian Last First Middle

Address of Parent or legal guardian Number and Street or Box City State Zip

Sex: Male Female Race: White Black American Indian Oriental Spanish surname Other

Church Preference: Baptist Methodist Presbyterian Catholic Episcopal Church of Christ Other

Application is requested for term beginning: Fall Spring Summer 19 Curriculum: Academic Technical Vocational CEA/AVE Unclassified

Field of Study Time: Day Evening

Location(s) you plan to attend: Jackson (1) Nursing/Allied Health Center (4) Raymond (2) Rankin (5) Universities Center (7) Vicksburg (3) Utica (6)

Location(s) you plan to attend:

Basis for admission:

- Beginning Freshman.
- First time freshman completing a minimum of 15 high school units plus achieving a standard composite score of 18 or more on the first writing of the ACT.
- Satisfactory scores on the General Education Development Test (GED).
- College transfer student and student with college degree. Prior to registration, applicant must submit transcript from last college attended.

Name of college Address Date(s) Attended

If you have previously attended college, are you eligible for immediate readmission? Yes No

Non-high school graduate (for vocational students only).

Unclassified (for students who do not wish college credit for courses).

Readmission to HJCD. Year Attended Field of Study

Last college attended since leaving Hinds Name of College City State Date(s) attended

Name you attended under if different from above

High School attended Name of School City State Date of Graduation

ACT SCORE Have you taken the ACT test? Yes No (ACT PROFILE MUST BE ON FILE WITH HJCD IF 21 years of age or younger and if an academic or technical student.)

VA BENEFITS. Do you plan to receive VA Benefits to attend HJCD? No Yes

Are you legally handicapped? Yes No. If yes, list handicap

Signature of Applicant Date

Falsification of information is a basis for denying admission or for the immediate termination of enrollment.

COMPUTER DATA - Complete top section of this area.


SOCIAL SECURITY NO. LAST NAME FIRST MIDDLE/MAIDEN

BIRTHDATE MONTH/DAY/YEAR AGE HOME PHONE NUMBER ()

STUDENT'S MAILING ADDRESS - NUMBER AND STREET OR BOX CITY COUNTY STATE ZIP

FOR OFFICE USE ONLY

City	College if trans	State	Church	Time
		MS 01		Day 1
		LA 03	Location	Evening 2
		Other	Jackson 1	
Entry Date	County	Sex	Raymond 2	Veteran
	Claiborne 11	Male 1	Vicksburg 3	Yes 1
H.S. if not trans.	Hinds 25	Female 2	NAHC 4	No 2
	Rankin 61		Rankin 5	
	Warren 75	Race	Utica 6	
	Copiah 15		Univ Ctr 7	
	Other		Other	



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66th — 67th Annual Session Hinds Junior College District

**Raymond Campus
Raymond, Mississippi 39154**

**Utica Campus
Utica, Mississippi 39175**

Jackson Campus

Jackson Branch
3925 Sunset Drive
Jackson, Mississippi 39213

Nursing/Allied Health Center
1750 Chadwick Drive
Jackson, Mississippi 39204

Universities Center
1855 Eastover Drive
Jackson, Mississippi 39211

**Rankin Branch
3805 Highway 80 East
Pearl, Mississippi 39208**

**Vicksburg-Warren County Branch
1624 Highway 27 South
Vicksburg, Mississippi 39218**

1984 — 1986

Accredited by and member of
Southern Association of Colleges & Schools

Accredited by
Mississippi Commission on College Accreditation

Member of Mississippi
Junior College Association

Member of Mississippi Association of Colleges

Member of American Association of
Community and Junior Colleges

Hinds Community College District

COLLEGE CALENDAR

HINDS JUNIOR COLLEGE DISTRICT

1984-85

August 19, 1984	Residence Halls open at 1:00 p.m.
August 20, 1984 a.m. p.m.	Faculty reports — District meeting Raymond, Utica faculty meetings Registration — Jackson & Vicksburg
August 21, 1984	Orientation starts at Utica Registration opens at Raymond Jackson Branch faculty meeting — afternoon Vicksburg Branch faculty meeting — afternoon Rankin Branch faculty meeting — afternoon Universities Center registration — 6:00 p.m.
August 22, 1984	Registration opens at Utica Registration continues at Raymond Evening class registration — Rankin Branch
August 23, 1984	Registration completed at Raymond and Utica Delayed registration at Raymond — 3:00 to 6:00 p.m. Faculty meeting — Branches and Centers — afternoon
August 24, 1984	First day of classes
August 25, 1984	Part-time faculty meeting-District-wide to be held on Raymond Campus
August 31, 1984	Last day to add a day class
September 3, 1984	Labor Day holiday
September 4, 1984	Last day to add a Tuesday evening class
September 5, 1984	Last day to add a Wednesday evening class
September 6, 1984	Last day to add a Thursday evening class
September 7, 1984	Last day to drop a day class before mid-term
September 10, 1984	Last day to add a Monday evening class Last day to drop an evening class before mid-term
October 19, 1984	End of first term
October 22, 1984	First term and mid-term grades due in Admissions and Records at 12:00 noon
November 21, 1984	Residence halls close at 3:00 p.m. for Thanksgiving holidays
November 22-23, 1984	Thanksgiving holidays
November 25, 1984	Residence halls open at 3:00 p.m.
December 14, 1984	Last day of classes
December 17, 1984	Exams begin for day classes following announced schedule Last class & exam for Monday evening classes
December 18, 1984	Exams continue for day classes Last class & exam for Tuesday evening classes
December 19, 1984	Exams continue for day classes Last class & exam for Wednesday evening classes
December 20, 1984	Exams completed for day classes Last class & exam for Thursday evening classes Residence halls close at 3:00 p.m.

SPRING SEMESTER

January 6, 1985	Residence halls open at 1:00 p.m.
January 7, 1985	Faculty reports — Local faculty meetings Registration — Jackson & Vicksburg Orientation — Utica
January 8, 1985	Registration — Raymond and Utica Registration — Universities Center — 6:00 p.m.
January 9, 1985	Registration continued at Raymond Registration completed at Utica Registration — Rankin Branch — 6:00 p.m.

January 10, 1985	Registration completed at Raymond Delayed registration 3:00-6:30 p.m. — Raymond First day of classes at Utica
January 11, 1985	First day of classes (all locations except Utica)
January 18, 1985	Last day to add a day class
January 21, 1985	Last day to add a Monday evening class
January 22, 1985	Last day to add a Tuesday evening class
January 23, 1985	Last day to add a Wednesday evening class
January 24, 1985	Last day to add a Thursday evening class
January 25, 1985	Last day to drop a class before mid-term
March 8, 1985	End of first term Residence halls close at 3:00 p.m.
March 11-15, 1985	Spring holidays
March 17, 1985	Residence halls open at 3:00 p.m.
March 18, 1985	Second term begins
April 4, 1985	Residence halls close at 3:00 p.m.
April 5, 1985	Good Friday holiday
April 8, 1985	Monday after Easter — no day classes Evening classes will meet Residence halls open at 3:00 p.m.
May 10, 1985	Last day of day classes
May 13-16, 1985	Exam schedule
May 16, 1985	Residence halls close at 3:00 p.m.
May 17, 1985	Grades due in Admissions & Records before 4:30 p.m.
May 19, 1985	Commencement Exercises

Summer School Calendar will be published in the Summer Schedule of Day and Evening Classes.

The calendar for the 1985-86 school year will be published in the Fall Semester 1985 Schedule of Day and Evening Classes.

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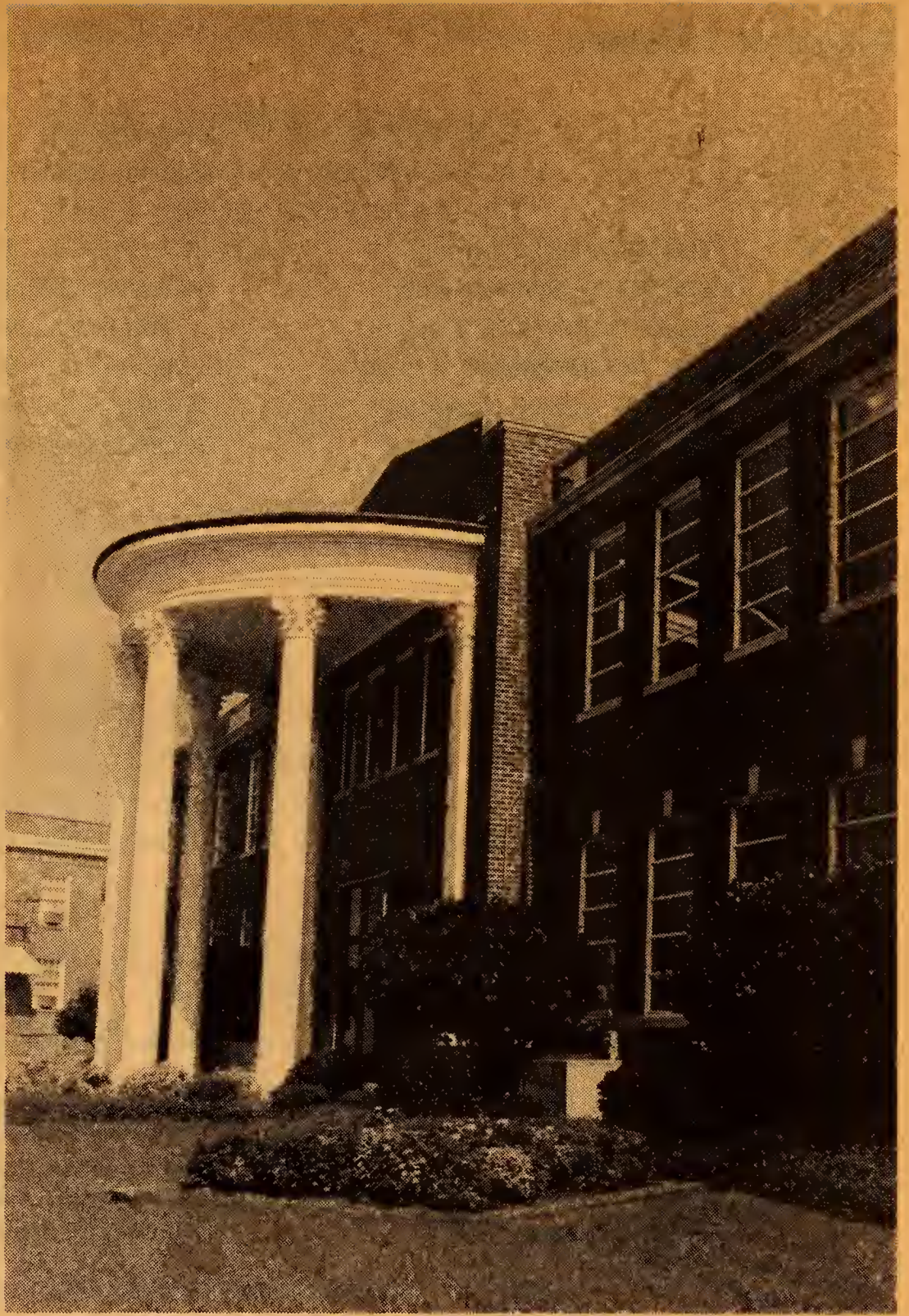
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I The District Organization



Board of Trustees

T. H. KENDALL, III, President, (Hinds)
A. A. ALEXANDER, Vice President, (Hinds)
WILLIAM M. MOSS, Secretary (Hinds)
SHARP BANKS (Warren) TALMADGE PORTIS, JR. (At-Large)
WALTER R. BIVINS (Hinds) HOWARD SPENCER (Hinds)
LOUIS BURGHARD (Copiah) DALE SULLIVAN (Copiah)
D. G. FOUNTAIN, JR. (Hinds) DR. MICHAEL VINSON (Rankin)
JOHN C. NOBLE (Claiborne) FRANK WILSON (Claiborne)
DONALD OAKES (Warren) GEORGE E. WYNNE (Rankin)

Boards of Supervisors

CLAIBORNE COUNTY

Albert Butler, District 1 John P. Eggleston, District 2 Kenneth P. Vaughan, District 3
Eddie Burrell, District 4 Charles Johnson, District 5

COPIAH COUNTY

Tommy Heard, District 1 Tony Smith, District 2 Sidney Thompson, District 3
W. E. (Ed) Hood, District 4 B. B. (Ted) Berry, District 5

HINDS COUNTY

Frank Bryan, District 1 Bennie Thompson, District 2 Hershel Wilbourn, District 3
Roger C. Stewart, District 4 George S. Smith, District 5

RANKIN COUNTY

Herbert D. Smith, District 1 Hilton Richardson, District 2 Kenneth F. Bridges, District 3
Mike C. Ponder, District 4 Ralph Moore, District 5

WARREN COUNTY

Thomas Akers, Jr., District 1 John Ferguson, District 2 Z. B. Fry, District 3
Carl Kelly, District 4 James R. Andrews, District 5

ADMINISTRATIVE OFFICERS

DISTRICT ADMINISTRATIVE OFFICERS

Vernon Clyde Muse, A.A., B.S., M.Ed., Ed.D.	President
George E. Barnes, B.S., M.A., Ed.S., Ed.D.	Vice President Administrative Services
Terry J. Puckett, B.S., M.S., Ph.D.	Vice President for Jackson Campus and Branch Operations
Micheal J. Rabalais, B.A., M.S., Ph.D.	Vice President for Raymond Campus
J. Louis Stokes, B.S., M.S.	Vice President for Utica Campus
	Vice President for Business Services
L. Conrad Welker, B.S., M.A., Ed.D.	Vice President for Instructional Services

COLLEGE ADMINISTRATION

Vernon Clyde Muse, A.A., B.S., M.Ed., Ed.D.	President
Bill Buckner, B.S., M.Ed.	Director of Development
Barbara Blankenship, B.S.E., M.S.E., Ed.D	Director of Information and Alumni Services
Jackie Granberry, B.S., M.Ed.	Director of High School Relations
* Willie Ealey, B.S.	Director, Public Relations Utica Campus
* Charles M. Mayo, B.S., M.S.	Director, Public Relations Raymond Campus
* Alice L. Walker, R.D., B.S.	Coordinator, Special Events
* Earl J. Nelson, B.S., M.S.	Director, Athletics Utica Campus
* Joe Renfroe, B.E.P.E., M.A.	Director, Athletics Raymond Campus
George E. Barnes, B.S., M.A., Ed.S., Ph.D.	Vice President for Administrative Services
* Hazeltine Woods-Fouche', B.S., M.S., Ph.D.	Director, Federal Programs & Grants
* E. Rosser Wall, B.A., M.A., Ed.D.	Director Planning, Research & MIS
	Vice President for Business Services
Adam Jenkins, B.S., M.B.A.	Assistant Vice President for Business Services
Betty Dexter	Director of Personnel
Troy Henderson, A.A., B.S., M.A., Ed.S.	Director of Plant
Tom McCollum, B.S.	Director of Purchasing
Thomas Wasson, B.S.	Director of Auxiliary Services
Charles West, A.A.S., B.S.	Director of Computer Services
L. Conrad Welker, B.S., M.A., Ed.D.	Vice President of Instructional Services
Thuman Alley, A.A., B.S., M.S.	Coordinator of Industrial Services
* Eddie Dawson, B.A., M.A., G.A.C.S., Ph.D.	Director, Adult Education
Billy T. Irby, B.S., M.A., G.A.C.S.	Director, Admission and Records
Clark Henderson, B.A., M.Ed.	Director, Cooperative Eduation & Placement
* John Perritt, A.A., B.S., M.Ed.	Instructional Development
* Charles Walker, A.A., B.S., M.S.	Director of Community Service and Conference & Workshops
* Norma Wall, B.S., M.L.S.	Director of Instructional Media

JACKSON CAMPUS/BRANCH/CENTER ADMINISTRATION

Terry J. Puckett, B.S., M.S., Ph.D.	Vice President for Jackson Campus and Branch Operations
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JACKSON CAMPUS, SUNSET DRIVE

Al Moore, B.S., M.Ed., Ed.S.	Director
Larry Godfrey, A.A., B.S., M.Ed.	Assistant Director
Margaret Blaylock, B.A.E., M.Ed.	Lead Counselor

JACKSON CAMPUS, NURSING/ALLIED HEALTH CENTER

Bobbie Anderson, B.S.N.E., M.Ed., M.N.	Director
	Assistant Director for Allied Health
Dale Thomas, B.A., M.Ed.	Lead Counselor

JACKSON CAMPUS, UNIVERSITIES CENTER

Ben Woods, B.A., M.Ed.	Academic Coordinator for Jackson Campus and Branch Operations
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RANKIN BRANCH

Jimmy Smith, A.A., B.S., M.S.	Director
Wayne Stonecypher, A.A., B.S., M.S., Ed.D.	Assistant Director
La Pearl Myricks, B.S., M.S.	Lead Counselor

VICKSBURG-WARREN COUNTY BRANCH

Joe Loviza, B.S., M.Ed., Ed.S.	Director
Albert Hossley, B.S., M.Ed., Ed.S.	Assistant Director
Robert Barlow, B.S., M.Ed.	Lead Counslor

RAYMOND CAMPUS ADMINISTRATION

Michael J. Rabalais, B.A., M.S., Ph.D.	Vice President for Raymond Campus
David Durham, B.S., M.S., Ph.D.	Academic Dean
Pat Flaherty, A.S., B.S., M.S.	Dean, Vocational-Technical Education
Hilton Dyar, Jr., B.S., M.S.	Assistant Director, Vocational-Technical Department
Robert L. Mullins, B.S., M.S.	Assistant Director, Vocational-Technical Department
*E. Rosser Wall, B.A., M.A. Ed.D.	Dean of Student Affairs
	Director of Counseling Services
Jeff Dessommes, A.A.S., B.B.A.	Director of Financial Aid & Veterans Affairs
Rick Hartfield, B.S., M.Ed.	Director of Housing
Bill Oakes, B.S., M.A.	Director of Student Activities
* Norma Wall, B.S., M.L.S.	District Director Instructional Materials Services
* Curtis Kynerd, A.A., B.S., M.Ed.	Director of Media Services
* John Perritt, A.A., B.S., M.Ed.	Instructional Development Officer
* Charles Walker, A.A., B.S., M.S.	Facilities Use Coordinator
* Charles M. Mayo, B.S., M.S.	Director, Public Relations
* Joe Renfroe, B.E.P.E., M.A.	Director, Athletics

UTICA CAMPUS ADMINISTRATION

J.Louis Stokes, B.S., M.S.	Vice President for Utica Campus
Worth Haynes, B.S., M.S. Ph.D.	Dean, Vocational-Technical Education
Frank Crump, B.S., M.S.	Assistant Vocational-Technical Director
Johnny Crisler, A.A., B.S., M.A.	Dean, Student Affairs
Thurman Mitchell, A.A., B.S., M.S.Ed.	Director of Financial Aid
Charles Bell, B.S.	Director of Campus Union
* Alma Fisher, A.A., B.A., M.A.	Administrative Librarian
Ellestene Turner, A.B., M.S.	Registrar
Shirley Hopkins, B.A., N.A.T., Ph.D.	Director, CAI-CMI
* Willie Ealey, B.S.	Director, Public Relations
* Earl J. Nelson, B.S., M.A.	Director, Athletics
* Hazeltine Woods-Fouche', B.S., M.S., Ph.D.	Director, Feral Programs & Grants
* Eddie Dawson, B.A., M.A., G.A.C.S., Ph.D.	Director, Adulty Education
Mary Nell Scott, B.S., M.S., Ed.S	Coördinator, Comprehensive Student Development Services
Eugene Gaston, B.S., M.N.S., Ph.D.	Director, Planning/Management Information Systems
William Cornelius, B.A., M.A.T., Ph.D.	Director, Special Services
William Walker, B.S., M.A., M.S.	Director, Computer Services

DIRECTORY OF PROFESSIONAL PERSONNEL

Listed below are District and Campus/Branch/Center personnel. Normally, Department Heads should be contacted by students who have questions about courses or similar matters. The normal appeal route is as follows: From Department Head to Division Chairperson, to Campus Dean/Director, to Campus/Branch Vice President, to appropriate District Vice President, to the College President.

DISTRICT OFFICERS

Vernon Clyde Muse	President
George E. Barnes	Vice President for Administrative Services
	Vice President for Business Services
L. Conrad Welker	Vice President for Instructional Services

BRANCH/CENTER OFFICERS

Terry J. Puckett	Vice President for Jackson Campus and Branch Operations
Al Moore	Director, Jackson Campus, Sunset Drive
Larry Godfrey	Assistant Director, Jackson Campus, Sunset Drive
Margaret Blaylock	Lead Counselor, Jackson Campus, Sunset Drive
Bobbie Anderson	Director, Nursing/Allied Health Center
	Assistant Director for Allied Health
Dale Thomas	Lead Counslor, Nursing/Allied Health Center
Jimmy Smith	Director, Rankin Branch
Wayne Stonecypher	Assistant Director, Rankin Branch
La Pearl Myricks	Lead Counselor, Rankin Branch
Joe Loviza	Director, Vicksburg-Warren County Branch
Albert Hossley	Assistant Director, Vicksburg-Warren County Branch
Robert Barlow	Lead Counselor, Vicksburg-Warren County Branch
Ben Woods	Academic Coordinator for Jackson Campus and Branch Operations, Universities Center

DEPARTMENT CHAIRPERSONS

Sandra Freeman	Practical Nursing, NAHC
Margaret Mansell	Medical Lab Technology, NAHC
Catherine Middleton	Surgical Technology, NAHC
Robert Wall	Respiratory Therapy, NAHC
Tom Woods	Respiratory Therapy Technology, NAHC
Norma Dell Broadway	Business Programs, Jackson Campus, Sunset Drive
Betty E. Anderson	Dietetic Assisting, Jackson Campus, Sunset Drive
Joe T. Meador	Trade and Technical Programs, Jackson Campus, Sunset Drive
James L. Richardson	Hotel, Motel & Restaurant Management, Jackson Campus, Sunset Drive
Mary Ann Sones	Dental Assisting, Jackson Campus, Sunset Drive
Beverly Willis	Child Care Development, Jackson Campus, Sunset Drive

RAYMOND CAMPUS OFFICERS

Micheal J. Rabalais	Vice President
David Durham	Academic Dean
Pat Flaherty	Dean, Vocational-Technical Education
Hilton Dyar	Assistant Vocational-Technical Director
Robert Mullins	Assistant Vocational-Technical Director
E. Rosser Wall	Dean, Student Services
	Director of Counseling Services
Jeff Dessommes	Director, Financial Aid and Veterans Affairs
Rick Hartfield	Director of Housing
Bill Oakes	Director Student Activities
Norma Wall	Administrative Librarian
Curtis Kynerd	Director of Media Services
John Perritt	Instructional Development Officer
Charles Walker	Facilities Use Coordinator

DEPARTMENT CHAIRPERSONS

Thad Owens	Agriculture
Bob A. Dunaway	Art
Charles Floyd	Biology

Tom Shepherd	Business Administration
	Physical Science
Clark Henderson	Cooperative Education
Peggy Brent	English
Bob Laster	Graphics
John Perritt	Instructional Development
Allean Ussery	Math
Curtis Kynerd	Media Center
Leslie Reeves	Music
Rene Warren	Physical Education
Betty Clayton	Psychology
Hilda McRaney	Reading
Fred Brooks	Speech
Frank Walsh	Social Science
Margaret Gandy	Secretarial Science
Stuart Spann	Electronic Data Processing
Mac Baker	Distribution & Marketing Technology
Lonnie Harper	Drafting & Design Technology
Harry Partin	Electronics Technology
Herbert McPhail	Automotive Body & Frame Repair
Grady Davis	Diesel & Automotive Mechanics
Cecil Ward	General Electricity & Wiring
Aubrey Nolen	Machine Shop
Mike Hataway	Graphic Arts
Judy Hawkins	Medical Records Technology

UTICA CAMPUS OFFICERS

J. Louis Stokes	Vice President
Worth Haynes	Dean, Vocational-Technical Education
Frank Crump	Assistant Vocational-Technical Director
Johnny Crisler	Dean, Student Affairs
Thurman Mitchell	Director of Financial Aid
Charles Bell	Director of Campus Union
Alma Fisher	Adm. Librarian
Ellestene Turner	Registrar
Shirley Hopkins	Director, CAI-CMI
Willie Ealey	Director, Public Relations
Earl J. Nelson	Director, Athletics
Hazeltine Woods-Fouche	Director, Federal Programs & Grants
Eddie Dawson	Director, Adult Education
Mary Nell Scott	Coordinator, Comprehensive Student Development Services
Eugene Gatson	Director, Planning Management Information Systems
William Cornelius	Director, Special Services
William Walker	Director, Computer Services

DIVISION CHAIRPERSONS

James Jordan	Social Studies
Bobbie Cooper	Humanities
Ernestine Black	Business Studies
Benjamin Harper	Science and Math

*Dual Reporting Responsibilities

FACULTY

JACKSON CAMPUS

Nursing/Allied Health Center

Bobbie B. Anderson	Nursing (RN)
B.S.N.E., University of Alabama; M.Ed., Mississippi College; M.N., University of Mississippi	
Janice Black Armstrong	Nursing (RN)
B.S.N., Oklahoma University; MSN, University of Texas at Arlington	
Sherry Ann Avenmarg	Nursing (RN)
B.S.N., M.N., University of Mississippi	
Jeanne Marie B. Baker	Nursing (RN)
B.S.N., M.S.N., University of Mississippi	
Undine Peden Bass	Nursing (RN)
Diploma, Gilfoy School of Nursing; B.S.N., M.N., University of Mississippi	
Sharron S. Burch	Nursing (RN)
B.S.N., Vanderbilt University; M.N., University of Mississippi	
Barbara Carol Bergin	Medical Laboratory Technology
B.S., M.E., University of Southern Mississippi; MT, ASCP	
Delene Browning	Nursing (RN)
B.S.N., Armstrong State College; M.S.N., Medical College of Georgia	
Carol Ann Calloway	(Practical Nursing)
Diploma, St. Dominic School of Nursing; Hinds Junior College; University of Southern Mississippi	
Sandra Polly Clawson	Nursing (RN)
B.S.N., William Carey College; M.S.N., University of Mississippi	
Gloria Jean Coxwell	Nursing (RN)
B.S., Texas Woman's University; M.N., University of Mississippi	
Sandra Geraldine Crook	Nursing (RN)
B.S.N., M.N., University of Mississippi	
Rose W. Cutrer	Phlebotomy
B.S., University of Southern Mississippi; University of Mississippi	
Sharon Graves Davis	Nursing (RN)
B.S., M.S., University of Mississippi	
Mary L. Edwards	Nursing (RN)
Diploma, Gilfoy School of Nursing; B.S., Mississippi College; M.S.N., University of Southern Mississippi	
Rebecca C. Egger	Nursing (RN)
Diploma, Baptist Memorial Hospital School of Nursing, Memphis, TN; B.S.N., Mississippi College; M.S.N., University of Southern Mississippi	
Robyn Lora Farschon	Nursing (RN)
A.A., Fresno City College; B.S.N., Mississippi College; M.S.N., University of Southern Mississippi	
Jo Ann Franco	Practical Nursing
RN Mercy Hospital, University of Southern Mississippi, Mississippi State University	
Sandra Freeman	Practical Nursing
Diploma, Gilfoy School of Nursing; B.S.Ed., University of Southern Mississippi; Mississippi College	
Cynthia Lynn Gant	Practical Nursing
A.D., M.N., Memphis State University	
Nancy Lee Grantham	Nursing (RN)
B.S.N., University of Mississippi; M.S.N., Vanderbilt University	
Dorothy A. Gardner	Practical Nursing
B.S.N., William Carey College; University of Mississippi School of Nursing	
Margaret T. Haynes	Nursing (RN)
B.S., Marymount College; M.N., University of Mississippi	
Mildred Corbin Hearn	Nursing (RN)
Diploma, Vicksburg Hospital School of Nursing; B.S.N.Ed., Incarnate Word College; M.Ed., Mississippi College; M.N., University of Mississippi	

Linda Mitchell Hughes	Nursing (RN)
A.A.A., Mississippi Delta Junior College; B.S., Northeast Louisiana University; M.N., University of Mississippi	
Janet S. Jones	Nursing (RN)
B.S.N., M.N., University of Mississippi	
Dixie Poole Keyes	Nursing (RN)
Diploma, New Orleans Charity Hospital; B.S.N., M.N., University of Mississippi	
Lorice Camp Knight	Practical Nursing
Diploma, Memphis Baptist Memorial Hospital; Hinds Junior College, Jackson State University, Memphis State University, University of Southern Mississippi	
Margaret Johnson Mansell	Medical Laboratory Technology
B.S., Millsaps College; M.A., Central Michigan University; University of Mississippi; University of Southern Mississippi; MT, ASCP	
Elizabeth H. Mahaffey	Nursing (RN)
B.S.N., Mississippi College; M.S.N., University of Southern Mississippi	
Patricia Serio Matthews	Respiratory Therapy
A.A.S., Hinds Junior College; Certified, National Board of Respiratory Therapists	
Susan B. Mayfield	Respiratory Therapy (Vocational)
Certificate, Hinds Junior College, National Certified Respiratory Therapy Technician, Registry Eligible	
Catherine Shirley Middleton	Surgical Technology
Diploma, Gilfoy School of Nursing; Hinds Junior College, Mississippi College, University of Southern Mississippi	
Pauline Maddox Nizuryn	Nursing (RN)
B.S.N., M.N., University of Mississippi	
Maureen G. Propst	Nursing (RN)
B.S.N., M.N., University of Mississippi	
Cynthia Pulliam	Nursing (RN)
B.S.N., University of Southern Mississippi; M.N., University of Mississippi	
Virginia D. Ray	Practical Nursing
RN, Mercy Hospital, University of Southern Mississippi, Mississippi State University	
Pamela H. Reeves	Nursing (RN)
B.S.N., Mississippi University for Women; Mississippi State University, M.S.N., University of Mississippi	
Judith A. Roberson	Nursing (RN)
A.A.S., Hinds Junior College; B.S., University of Mississippi School of Nursing; M.S., University of Southern Mississippi	
Debra G. Spring	Nursing (RN)
B.S.N., M.S.N., University of Southern Mississippi	
Carolyn Clarke Stewart	Related Studies
B.S., Belhaven College; M.E., Mississippi College; Jackson State University, Mississippi College	
Katherine Nell Stubblefield	Nursing (RN)
B.S.N., University of Mississippi; M.S.N., University of Southern Mississippi	
Dianne A. Sturdivant	Nursing (RN)
B.S.N., M.N., University of Mississippi	
Martha G. Thomas	Surgical Technology
Diploma, Gilfoy School of Nursing; Hinds Junior College, Mississippi College, Mississippi State University, University of Southern Mississippi	
Robert Dale Thomas	Vocational Counseling
B.A., M.Ed., Mississippi College	
Phyllis A. Thompson	Nursing (RN)
B.S.N., Mississippi College; M.S.N., University of Southern Mississippi	
Connie Faye Townsend	Nursing (RN)
B.S.N., Mississippi College; M.N. University of Mississippi	
Rebecca Jane Tustain	Nursing Learning Lab (RN)
A.A.S., Hinds Junior College, B.S.N., William Carey College	
Judith A. Vinzant	Nursing (RN)
B.S.N., University of Southern Mississippi; M.N., University of Mississippi	

Robert Lee Wall	Respiratory Therapy
A.A., Hinds Junior College; Mississippi Baptist Hospital School of Respiratory Therapy, Institute of Physical Medicine (New York)	
Patricia S. Waltman	Nursing (RN)
B.S.N., M.N., University of Mississippi	
Janet R. Warren	Practical Nursing
R.N., Harper Hospital (Michigan); Hinds Junior College, Wayne State University, Highland Park Community College	
Janet Whatley	Practical Nursing
RN, BS, Mercy Hospital, University of Southern Mississippi	
Charlotte H. White	Nursing (RN)
A.A.S., Jones Junior College; B.S.N., M.N., University of Mississippi	
Lisa S. Williams	Practical Nursing
B.S.N., Mississippi University for Women	
Thomas Albert Woods	Respiratory Therapy Technology
R.S., University of Southern Mississippi; University of Chicago, School of Respiratory Therapy; Certified Respiratory Therapy Technician, National Board for Respiratory Therapy; Registered Therapist, National Board for Respiratory Therapy; University of Southern Mississippi	

JACKSON CAMPUS

Sunset Drive

Dewey Ables	Computer Aided Manufacturing Technology
Certificate of Completion of Apprenticeship Tool and Die Maker, U. S. Department of Labor; Hinds Junior College; University of Southern Mississippi	
Jewel Clark Adcock	Secretarial Science
B.S., M.Ed., Ed.S., Mississippi College; Mississippi State University; University of Southern Mississippi	
Betty E. Anderson	Dietetic Assistant
B.S., Spalding College (Kentucky); M.A., Memphis State University; University of Tennessee; University of Mississippi; Mississippi State University	
Kathy B. Applewhite	Dietetic Assistant
A.A., Copiah-Lincoln Junior College; B.S., M.S., University of Southern Mississippi	
Edna Bilbro	Business Administration
B.S., Delta State University; M.S., Mississippi College	
Margaret S. Blalock	Counselor
B.A.E.,University of Mississippi; M.Ed.,Mississippi State University; Mississippi State University, University of Southern Mississippi	
Norma Dell Broadway	Secretarial Science
B.S., University of Southern Mississippi; M.Ed., Mississippi College; University of Mississippi	
Burlene Brumfield	Child Care And Development
B.S., Alcorn State University; University of Southern Mississippi; M.A., Ed.S., Jackson State University	
Terry Lynn Carter	Computer Aided Drafting Technology
Hinds Junior College; University of Southern Mississippi	
Rebecca Hamilton Davidson	Dental Assisting
A.A., Hinds Junior College; C.D.A., Dental Assisting National Board; Ferris State College; University of Southern Mississippi; University of Mississippi; Mississippi College	
Jessie C. Dawson	Special Services (Displaced Homemaker)
B.S., Alcorn State University; M.Ed., University of Hartford; Jackson State University; Mississippi State University	
Lee Felton Foote	Automotive Machinest
Hinds Junior College	
Saundra DeLong Garvey	Secretarial Science
B.S.Ed., M.Ed., Mississippi College; Ed.S., Jackson State University, Memphis State University, Mississippi College, Mississippi State University	
Charles Webster Gatlin	Electronics Service Technology
A.A.S., Hinds Junior College; University of Southern Mississippi	

Larry L. Godfrey Assistant Director, Vocational-Technical Education, Jackson
A.A., Itawamba Junior College; B.S., M.Ed., Mississippi State University; Mississippi College

Robert U. Green, Jr. Automotive Mechanics
Hinds Junior College; Meridian Junior College; University of Southern Mississippi

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B.S.M., Mississippi University for Women; M.Ed., Mississippi College; M.R.E., Southwestern
Baptist Theological Seminary

Mary Ann Long Library
B.S., M.Ed., Ed.S., Mississippi State University

Annie P. Markham English
B.S., Jackson State University; M.Ed., Mississippi College; Ed.S., Jackson State University

Ernestine G. Marx Secretarial Science
B.S., University of Southern Mississippi; M.Ed., Mississippi College, University of Southern
Mississippi

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A.A.S., Copiah-Lincoln Junior College; Mississippi State University; University of Southern
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B.S.Ed., Radford College; M.B.Ed., Mississippi College; Mississippi State University

Stephen M. Miller Automotive Mechanics
University of Southern Mississippi; Hinds Junior College; Mississippi State University

Inda R. Milner Secretarial Science
B.S., B.A., Mississippi College; M.Ed., Mississippi College

Carrie Mae Montgomery Hotel-Motel and Restaurant Management
A.A.S., Hinds Junior College; B.S., Jackson State University

James N. Murray Microcomputer Service Technology
Hinds Junior College; Jones Junior College; Mississippi College; University of Southern
Mississippi; Certified Electronics Technician

Pamela Faye Perry Bank Teller & Proof Operations
East Central Junior College; Hinds Junior College; Mississippi College; Mississippi State Univer-
sity

James Larry Richardson Hotel, Motel, & Restaurant Management
A.A.S., Hinds Junior College; B.S., University of Southern Mississippi

Cleavern Robertson Vocational Counseling
B.S., Jackson State University; M.Ed., Delta State University; Jackson State University

Bettye Lane Robinson Secretarial Science
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Jackson State University; University of Mississippi; Mississippi State University

Mary Ann Sones Dental Assisting
A.A.S., Hinds Junior College; C.D.A., Dental Assisting National Board; B.S., University of
Southern Mississippi; Mississippi State University; Mississippi College

Susan Maureen Sullivan Dental Assisting
A.A.S., Trident Technical College; Certified Dental Assistant, Dental Assisting National Board;
University of Southern Mississippi, University of Texas

Charles Leroy Thornton Welding
Hinds Junior College; University of Mississippi; University of Southern Mississippi

Bobbie Jean Weich Secretarial Science
B.S., M.B.Ed., Jackson State University; Mississippi College, Mississippi State University

Erwin S. Whiffen Mathematics
A.A., Hinds Junior College; B.S., Northeast Louisiana University; M.Ed., Mississippi College;
Ph.D. Candidate, University of Mississippi

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A.A., Copiah-Lincoln Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi
College

RANKIN BRANCH

Connie P. Baddley Intensive Business
B.S., M.S. Mississippi State University; Mississippi College; Jackson State University

W. Glenn Brister	Drafting
A.A. Hinds Junior College; Jackson State University	
Patricia T. Burnett	Related Studies
B.S. Alcorn State University; Jackson State University	
Linward Garrett	Metal Trades
B.S. Jackson State University; University of Southern California; University of Oklahoma	
Beverly C. Ferrell	Quantity Foods
B.S. Mississippi State University; Texas Woman's University; University of Southern Mississippi	
Elaine H. Fulton	Related Studies
B.S., M.Ed., Mississippi State University; Georgia State University; Millsaps College, Jackson State University	
James M. Hammond	Plumbing
Mississippi State University	
Velma Hankins	Direct Care Instructor
B.A., Jackson State University; M.S.W. Michigan State University	
Lynn Holliday	Diversified Occupations Coordinator
B.S., Mississippi State College for Women; Mississippi College; Jackson State University	
Garry Kiefer	Electronics
Hinds Junior College	
Ernest McFadden	Auto Mechanics
B.S., Mississippi Valley State University; Jackson State University	
Carolyn Sue Pitts	Marketing
A.A., Itawamba Junior College; B.A.E., University of Mississippi	
Karen Robbins	Allied Health Cluster
Diploma, Gilfooy School of Nursing; Hinds Junior College, University of Southern Mississippi	
John R. Scoggins	Auto Body
Hinds Junior College	
Patrick D. Scott	Ag. Diesel Mechanics
A.A., Hinds Junior College; Northeast Louisiana University	
Phillip E. Scott	Carpentry
B.S., Jackson State University	
Alice R. Smith	Related Studies
A.A., Copiah-Lincoln Junior College; B.S., Mississippi College; M.S., University of Southern Mississippi	

RAYMOND CAMPUS

Claude Richard Adkins	Physical Science
A.B., M.A., Marshall University; Emory University; University of Mississippi	
Jerry Peyton Agent	Speech
A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College; University of Mississippi	
Lynda L. Allen	Mathematics
B.A., Mississippi College; M.S., University of Mississippi	
Faye R. Angelo	English
B.A., M.A., Mississippi State University; University of Mississippi	
Lou Ann Askew	Related Studies
A.A., Hinds Junior College; B.S., M.Ed., Mississippi College	
Mac L. Baker	Distribution and Marketing Technology
B.S., University of Southern Mississippi; M.Ed., Mississippi State University; University of Southern Mississippi	
Terri S. Baker	Physical Education
B.S., M.Ed., University of Mississippi	
Billie L. Banes	Farm Management
A.A.S., Hinds Junior College; B.S., M.S., Mississippi State University	
Hubert Barry Barr	Psychology
B.S., M.S., Northwestern Louisiana State University; Mississippi State University, University of Mississippi	

Anna Margaret Bee	Hi-Steppers, Dance, Modeling
A.B., Stamford University; Dance Masters, Chalif School of Dance (New York); June Taylor School of Dance, New York Ballet Theatre	
Emma Fancher Beemon	Mathematics
B.A., Mississippi Woman's College; M.S., University of Alabama; Arizona State University, Mississippi State University, University of New Mexico	
James Robert Bell	Chemistry
B.A., M.C.S., University of Mississippi; Ph.D., University of Southern Mississippi	
Kenneth Alf Benson	Psychology
B.S., M.S., Eastern New Mexico University	
Nancy L. Benson	English
B.S.Ed., M.A., Mississippi State University	
Willie Adonis Bergin	Chemistry
B.S., Ph.D., University of Southern Mississippi	
Lucretia Bishop Berry	Secretarial Science
A.A., Copiah Lincoln Junior College; B.S., M.S., University of Southern Mississippi; Mississippi State University, University of Southern Mississippi	
Victoria K. Black	Rehabilitation Center for Blind
B.A., University of Iowa; M.S. University of Tennessee	
Peggy L. Blackwell	Music
B.M.E., University of Southern Mississippi; M.M.E., Mississippi College	
Sandra Elise Boyd	English
B.A., M.A., Mississippi College; Mississippi State University, University of Mississippi	
Peggy Ann Brent	English
B.A., Millsaps College; M.Ed., Mississippi College; Florida Atlantic University, University of Southern Mississippi; University of West Florida	
Hastel B. Brewer	Automotive Body & Frame Repair
Dupont National Institution (Paint & Refinish); Hinds Junior College; University of Southern Mississippi	
Fred L. Brooks	Speech
B.S., M.A., University of Southern Mississippi; Mississippi College; University of Mississippi	
Sue Longest Brooks	Speech
B.A., Blue Mountain College; M.Ed., Mississippi College; University of Mississippi; University of Southern Mississippi	
Francis Harrell Broome	Airframe & Powerframe Maintenance
Hinds Junior College; University of Southern Mississippi	
Elbert H. Bush	Machine Shop
Hinds Junior College; Jackson State University; Mississippi State	
Leonard Oliver Byrd	Drafting & Design Technology
B.S., Mississippi State University; M.Ed., Ed.S., Mississippi College; Mississippi State University	
Jerry Gale Carr	English
B.A., M.A., Mississippi State University	
Shu Hsiung Chang	Chemistry
B.S., Cheng-Kong University; Ph.D., University of Cincinnati	
Robert Dale Cheesman	Music
B.M.E., M.M.E., University of Southern Mississippi	
Richard A. Clarke	Physical Education
B.S., M.Ed., Mississippi College	
Betty Derrick Clayton	Psychology
B.A., Mississippi College; M.S., University of Southern Mississippi; Mississippi State University; University of Mississippi	
John William Cocroft	Electronics Technology
B.S., M.Ed., Mississippi College; CTET, University of Illinois; Kansas State University; Texas A & M, University of Dayton; University of Illinois; University of Southern Mississippi University	
Raymond John Corice, Jr.	Physical Science
B.S., M.S., University of Tennessee; Ph.D., World Open University	

Rosie W. Crisler	English
B.S., Mississippi Valley State University; M.A. Western Illinois University; Columbia University; University of Mississippi; New York University; Paris, France; Jackson State University	
Sharon Miller Cupit	History
B.A., University of Texas; M.A., University of Mississippi	
Grady N. Davis	Automotive Mechanics
Air University; Hinds Junior College; Mississippi State University; National Institute for Automotive Service Excellence; University of Southern Mississippi	
William Mack Davis	Biology
B.S., Mississippi State University; M.Ed., Mississippi College; Colorado Mountain College; Cornell University; Oklahoma State University; Mississippi State University; University of Alabama; University of Mississippi	
Linda M. Denny	Art
B.S., Mississippi College; M.A., Northeast Louisiana University; Northeast Louisiana University	
Donald M. Dexter	Welding
Certificate, NOCTI; Hinds Junior College; University of Southern Mississippi; University of Tennessee	
Rebecca Blackwell Drake	Music
B.M., Belhaven College; M.M., Louisiana State University	
Bob Allan Dunaway	Art
B.S.Ed., Mississippi College; M.S.Ed., Illinois State University; Arizona State University	
Janice E. Duncan	Sociology
B.A., Dillard University; M.S., East Texas State University; Texas A & M University, East Texas State University	
James David Durham	Physical Science
B.S., Georgia Tech; M.S., Ph.D., University of Tennessee	
Hilton W. Dyar	Assistant Director, Vocational-Technical Education, Raymond
A.A.S., Hinds Junior College; B.S., M.S.Ed., University of Southern Mississippi;	
Ben H. Fatherree	History
B.A., M.A., Ph.D., Mississippi State University; Columbia University; Stanford University	
Donald Ernest Faulkner	Physical Science
B.S., Millsaps College; M.S., University of Rochester; Mississippi College	
Beverly D. Farris	English
A.A., Hinds Junior College; B.A., Millsaps College; M.A. Northeast Louisiana University	
Joseph Charles Floyd	Biology
B.S., University of South Carolina; M.S., University of South Carolina; Ph.D., University of South Carolina	
Nancy Flournoy	Library
A.A., Hinds Junior College; B.S., Mississippi State College for Women; M.L.S., A.M.S., Florida State University	
William Douglas Fowler	Physical Education
B.S.P.Ed., Delta State University; M.S.P.Ed., University of Southern Mississippi	
Betty Katherine Furstenberger	English
B.A., Millsaps College; M.A., Mississippi College; University of Mississippi	
Margaret Ann Gandy	Secretarial Science
B.S., M.S. University of Southern Mississippi; Mississippi College, University of Southern Mississippi	
Robert Owen Garrison	Physical Education
B.S., M.Ed., University of Southern Mississippi	
Jane McKenzie Gilbert	Business Administration
B.B.A., M.B.A., Northeast Louisiana University; C.P.A.	
Bobby Orville Glenn	Animal Health Technology
B.S., Mississippi State University; D.V.M., Auburn University	
Virginia Lynn Glenn	Director of Counseling
B.A.E., M.A.E., University of Mississippi; Mississippi State University; University of Southern Mississippi	
Judy Anderson Gordon	Reading
B.A., Southeast Missouri State University; M.Ed., Ed.D., Mississippi State University	

June Mueller Graham	Secretarial Science
A.A., Jones Junior College; B.S.C., M.B.E., University of Mississippi; East Carolina University; Florida Technological University; Mississippi College; Mississippi State University	
Jackie Granberry	Director of Recruiting
B.S., M.Ed., University of Southern Mississippi	
Billy Dale Graves	Physical Science
B.S., M.S., Ph.D., Mississippi State University	
William W. Griffin	Physical Science
B.S.Ed., Delta State University; M.Ed., Mississippi State University; M.S., University of Mississippi; Colorado Mountain College; Emory University; University of Florida; University of Southern Mississippi	
William G. Hairston	History, Geography
B.S., University of Mississippi; M.A., Michigan State University	
Denise Marlene Halbach	Theatre and Speech
B.A., University of Mississippi; M.F.A., University of Southern Mississippi	
Martha D. Hand	Electronic Data Processing
B.S., Mississippi College; Mississippi State University	
Helen G. Hampton	Biology
B.S., M.S., Texas Southern University; Howard University; University of Houston	
Lonnie Lee Harper	Industrial Drafting
A.A.S., Copiah-Lincoln Junior College; B.S., University of Southern Mississippi; Colorado State University	
James A. Harris	Office Machines Repair
A.A., Hinds Junior College; University of Southern Mississippi	
Joanne Matthews Harrison	Biology
B.A., Southwestern at Memphis; M.S., Memphis State University; Mississippi State University	
Lester Wayne Harrison	Physical Science
B.S., Lambuth College; M.S., Ph.D., Memphis State University; University of Georgia; University of Kentucky	
Michael Willis Hataway	Commercial Design & Advertising
A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College; Mississippi State University	
Jaculin Heflin	Reading
B.S., Mississippi State University; M.S., University of Southern Mississippi	
Fred Heindl	Agriculture
B.S., Mississippi State University; M. of AGR, Mississippi State University	
L.C. Henderson	Bricklaying
Jackson State University	
Dean W. Hodges	Diesel & Truck Mechanics
A.A.S., Hinds Junior College; National Institute for Auto Excellence; University of Southern Mississippi	
Daniel A. Hogan	Mathematics
B.S., University of Southern Mississippi; M.S., Ph.D., Louisiana Technical University	
Edna Loretta Holbrook	Mathematics
B.S., Millsaps College; M.S., University of Southern Mississippi; Alcorn State University, Mississippi State University, University of Mississippi	
Jo Smith Hollman	Sociology
B.A., M.A., Mississippi College; Mississippi College Law School, University of Mississippi, University of Southern Mississippi	
Ralph Holman	Offset Printing
A.S., Hinds Junior College; Creighton University; University of Southern Mississippi	
Charlie T. Hubbard	Vocational Counseling
B.S., Alcorn State University; M.A., Texas Southern University	
Joe Frank Huffman	Carpentry
B.S., Mississippi State University; Delta State University	
Dorothy Israel	Library
A.A.S., Mississippi Delta Junior College; B.S.Ed., Delta State University; M.B.E., M.L.S., University of Mississippi	

Sara Halsell Jenkins	English
A.A., Hinds Junior College; B.A., Mississippi College; M.A., University of Alabama; Mississippi College; University of Alabama.	
James Kenneth Johnston	Mathematics
B.S., Mississippi State University; M.Ed., Mississippi College; Ed.D., University of Mississippi	
Charles C. Jones	Distribution and Marketing Technology
B.S., Mississippi State University; M.Ed., Jackson State University	
Roger P. Jones	Meat Merchandising
B.S., M.S., Ph.D., Mississippi State University	
Walter Carrel Kellum	Automotive Mechanics
Hinds Junior College; National Institute of Automotive Service Excellence; NOCTI; University of Southern Mississippi	
George Morris Kelly	English
B.A., M.A., Mississippi State University; University of Mississippi	
Glenn L. Kemp	Welding
A.A.S., Hinds Junior College; University of Southern Mississippi; NOCTI	
Lance Jay Kneeland	Political Science
B.A., M.A.T., Mississippi State University; Mississippi State University; University of Southern Mississippi	
Curtis R. Kynerd	Assistant Director, Media Center
A.A., B.S.Ed., Hinds Junior College; Delta State University; University of Southern Mississippi	
Ann Appleton Laster	English
B.A., Mississippi College; M.A., University of Mississippi; University of Mississippi	
Bob Laster	Graphics
B.S., M.Ed., Mississippi State University; University of Tennessee	
Sharon P. Leggett	Counseling
B.S.Ed., University of Southern Mississippi; M.Ed., Mississippi College; Mississippi State University	
Alma J. Lofton	Business Administration
B.E., Mississippi College; M.Ed., Mississippi State University	
Larry Ford Lofton	Business Administration
B.S., M.B.A., University of Southern Mississippi; C.P.A., American Institute of Certified Public Accountants; Mississippi State University	
Mary Lou Lott	Music
B.M.E., M.M.E., University of Southern Mississippi; Loyola University, University of Southern Mississippi	
Ginger Y. Manchester	Mathematics
B.S., Mississippi University for Women; M.S., University of Mississippi	
John Philip Manchester, Jr.	Music
B.S., Livingston University; M.M.E., North Texas State University; D.A., University of Mississippi	
David Ernest Mangum	Philosophy
B.A., M.A., University of Southern Mississippi	
Alice H. Margolis	Library
A.A., Hinds Junior College; B.A., University of Mississippi; University of Mississippi	
Polly Tillman Marshall	English
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Ralph Lee Martin	Automotive Mechanics
B.S., University of Southern Mississippi; Jackson State University; Mississippi College; University of Southern Mississippi	
Anne C. Mason	Music
B.M., University of Alabama; M.M.E., Mississippi College; University of Michigan	
Charles Montgomery Mayo	Journalism
B.S., M.S., University of Southern Mississippi	
Russell W. McGuffee, Jr.	General Electricity & Wiring
A.A.S.; Hinds Junior College; University of Southern Mississippi	
William D. McLendon	Electric Motor Repair
Hinds Junior College; University of Southern Mississippi	

Martha E. McNair	Reading
B.S., Mississippi College; M.S., Mississippi State University; Mississippi State University	
Alvis Bomer McNeill	Music
B.M.Ed., University of Southern Mississippi; Loyola University; Mississippi College	
Herbert McPhail	Automotive Body & Frame Repair
Hinds Junior College; University of Southern Mississippi	
Hilda Grafton McRaney	Reading
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Kyle Dean Mize	Distribution and Marketing Technology
B.B.A., University of Mississippi; M.Ed., Mississippi State University; Mississippi State University	
William Ralph Moore	Drafting & Design Technology
B.S., University of Southern Mississippi	
Marjorie H. Morris	Speech
B.S., Mississippi University for Women; M.A., University of Alabama; University of Southern Mississippi	
Jeanette Barron Morrison	Secretarial Science
A.A.S., Hinds Junior College; B.S., M.Ed., Mississippi College; Mississippi State University; University of Mississippi; University of Southern Mississippi	
Mickey Jon Mott	Automotive Parts & Sales
Hinds Junior College; Holmes Junior College; Mississippi State University; University of Southern Mississippi	
Robert Louis Mullins	Assistant Director, Vocational-Technical Education, Raymond
A.A., Hinds Junior College; B.S., M.S., University of Southern Mississippi; Mississippi College; University of Mississippi	
Thomas E. Murphy	Physical Education
B.S., Mississippi State University; M.Ed., Mississippi State University	
Jeannie Lipsey Muse	English
B.A., M.A., Mississippi College	
Vashti U. Muse	Reading
B.S., M.Ed., Mississippi State University	
Judy C. Myrick	Library
B.S., University of Southern Mississippi; M.A., East Tennessee State University	
Murray Martin Neal	Barbering & Hair Care
Barber License, Texas Barber College; University of Southern Mississippi	
Carol B. Nelson	Vocational Counselor
B.S., William Carey College; M.S., University of Southern Mississippi; University of Mississippi	
Clifford L. Nelson	Counseling
B.S., M.Ed., Mississippi College	
Herman Ray Nelson	Radio & TV Servicing
Hinds Junior College; Jackson State University; University of Mississippi; Certified Electronics Technician	
Deborah Leah Nichols	Physical Education
A.A., Hinds Junior College; B.S.E., M.Ed., Delta State University	
Aubrey Daniel Nolen	Machine Shop
Hinds Junior College; Mississippi State University	
Patricia Owens	Biology
A.A., Copiah-Lincoln Junior College; B.S., Delta State University; M.C.S., Mississippi College	
Thad O. Owens, Jr.	Agriculture
A.A.S., Copiah-Lincoln Junior College; B.S., M.S., Mississippi State University; Mississippi State University	
Harry Johnson Partin	Electronics Technology
B.S., Mississippi College	
Frank A. Patterson	Electronics Technology
A.A.S., Northwest Mississippi Junior College; Mississippi State University	
Louis R. Perkins	Agricultural Mechanics
B.S., Northwestern Louisiana State University; B.S.Ed., M.S.Ed., Louisiana State University; Mississippi State University, Louisiana State University	

Betty Jane Pharr	Medical Records Technology
B.A., Mississippi College; University of Mississippi; Registered Record Librarian, American Medical Record Association	
Rodney Phillips	Meat Merchandising
A.A., Hinds Junior College	
Nell Ann Pickett	English
A.A., Hinds Junior College; B.A., Mississippi University for Women; M.A., George Peabody College; Ph.D., University of Mississippi	
Charles Pigott	Philosophy
A.A., Meridian Junior College; B.A., Millsaps College; B.D., M.Div., Emory University	
Sue Magee Pitts	English
B.S.Ed., M.Ed., Mississippi College; Mississippi State University	
Russell J. Poirrier	Offset Printing
Hinds Junior College; University of Southern Mississippi; Jackson State University	
Retta Justice Porter	English
B.S., M.A., University of Southern Mississippi; University of Mississippi, University of Southern Mississippi	
Mary Etta Purvis	Secretarial Science
A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College; Mississippi State University, University of Mississippi, University of Southern Mississippi; Ph.D., University of Mississippi	
Polly H. Rabalais	Physical Education
B.S., Mississippi University for Women; M.Ed., University of Mississippi; Mississippi College, University of Southern Mississippi; American Red Cross Certified Multi-Media First Aid Instructor	
Aaron M. Rankin	Mathematics
B.S., M.Ed., Mississippi State University; Auburn University; Mississippi College; Mississippi State University; University of Mississippi	
Linda B. Ratliff	Secretarial Science
A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College	
Frederick Wayne Redmond	Radio & TV Servicing
Hinds Junior College; University of Southern Mississippi; Certified Electronics Technician	
Geneva D. Reeves	Music
B.A., Mississippi College; M.S.M., Southwestern Theological Seminary; Louisiana State University; University of Southern Mississippi	
James Leslie Reeves	Music
B.A.M., Millsaps; M.A.M.Ed., Columbia University Teachers College; Louisiana State University; University of Southern Mississippi	
Wesley L. Reeves	Criminal Justice
A.A., Copiah-Lincoln Junior College; B.S., M.S., University of Southern Mississippi; University of Mississippi	
Joycelyn M. Reid	English
B.S.E., Delta State University; M.A., Mississippi College; Mississippi State University, University of Mississippi	
Joe A. Renfro	Physical Education
B.E.P.E., Tulane University; M.A., Mississippi Southern College	
Jack Hunter Rice	Refrigeration and Air Conditioning
Vocational Certificate, Hinds Junior College; University of Southern Mississippi	
Joe W. Riggins	Mathematics
B.S., Mississippi College; Jackson State University; Mississippi State University	
Jerry Nix Roberts	Distribution & Marketing Technology
B.S., M.S.Ed. University of Southern Mississippi	
Charles Robertson	Job Training & Safety, EPA
B.S., Memphis State University	
Fred Dixon Robertson, Jr.	Business Administration
B.S.Ed., M.S.Ed., Mississippi State University; University of Mississippi	
Martha Saunders Robinson	Secretarial Science
A.A.S., Northwest Junior College; B.S.C., M.B.E., University of Mississippi; Mississippi College; Mississippi State University; University of Southern Mississippi	

Oliver Thomas Robinson	History
B.A., University of Mississippi; M.A., Memphis State University; University of Georgia	
Gloria Jeanne Rogillio	Biology
B.S., M.S., Northeast Louisiana University; Ph.D., Mississippi State University	
Ivan Patterson Rosamond	Physical Education
B.S.Ed., M.A.Ed., University of Southern Mississippi; Mississippi State University; University of Southern Mississippi	
Michael Joseph Roth	Political Science
B.A., M.S., Ed.S., Mississippi State University; Mississippi College School of Law	
William D. Rountree	Psychology
A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.S., University of Southern Mississippi	
Lura Lee Scales	History
B.A., Belhaven College; M.A., Mississippi College; Ph.D., Mississippi State University; University of North Carolina	
Russell Edward Schneider	Art
B.F.A., M.A.Ed., University of Southern Mississippi; Mississippi College	
Edna Ray Shepherd	English
B.A., University of Kentucky; B.S., Murray University; M.A., Mississippi College; University of Mississippi	
Tom Edward Shepherd, Jr.	Business Administration
A.A., Hinds Junior College; B.S., M.B.A. Mississippi State University; Ed.S., University of Alabama; Mississippi College; University of Mississippi	
Annelle Shivers	Psychology
B.S., Mississippi State College for Women; M.Ed., University of Mississippi; Ph.D., Mississippi State University	
Randy Smith	Vocational Counseling
A.A.S., Hinds Junior College; B.S., Mississippi State University; M.Ed., Ed.S., Mississippi College	
Charles Stuart Spann	Electronic Data Processing
A.A.S., Hinds Junior College; B.S., University of Southern Mississippi; IBM Technical School; University of Southern Mississippi	
John N. Strange	Mathematics
B.S., University of Arkansas; M.S., Mississippi State University; University of Texas.	
Katherine T. Stroble	Rehabilitation for the Blind
B.S., Peabody College; Jackson State University	
Deborah Renee Summers	Business Administration
B.S., Mississippi State University; M.B.A., Mississippi State University	
Alma B. Taylor	Drafting and Design Technology
B.S., Jackson State University; M.S., Jackson State University	
Norma M. Temple	Mathematics
B.S., Mississippi College; M.A., University of Mississippi; Mississippi College; University of Mississippi	
Talmadge Lamar Tenhet	Music
B.S., Mississippi State University; B.M.A., University of Mississippi; Diploma, Hartnett School of Music (New York); American Conservatoire De Musique (France); Eastman School of Music; University of Mississippi	
Cecelia R. Thomas	Biology
B.S., University of Mississippi; M.C.S., University of Mississippi	
Jerry W. Thomas	Diesel & Truck Mechanics
University of Southern Mississippi	
Thomas Victor Traxler	Barbering & Hair Care
Hinds Junior College	
Jane A. Turner Kelly	Psychology
B.A., M.S., University of Southern Mississippi; Ph.D., Mississippi State University	
Allean McKnight Ussery	Mathematics
B.S.E., Delta State University; M.S., University of Mississippi; Ph.D., George Peabody College for Teachers	

Alec C. Valentine	English
B.A., Millsaps College; M.A., George Peabody College for Teachers	
Sandra Stringer Vance	History
B.A., Belhaven College; M.A., Louisiana State University; Ph.D., Mississippi State University	
Mary Adams Vaught	Sociology
B.A., M.S.S., University of Mississippi; Mississippi College; Institute of Gerontology (University of Michigan)	
Alice S. Walker	Home Economics
B.S., M.S., University of Southern Mississippi	
Carol McRaney Walker	Mathematics
B.A., Mississippi State University; M.Ed., Delta State University	
Frank Kelm Walsh	History
B.A., Millsaps College; M.Ed., Mississippi College; Mississippi College; University of Mississippi; University of Southern Mississippi	
Cecil Calvert Ward	General Electricity & Wiring
Hinds Junior College; Mississippi State University; University of Southern Mississippi	
Rene T. Warren	Physical Education
B.S.Ed., M.Ed., Mississippi College	
Ralph Washington	Business Administration
B.S., Alcorn State University; M.B.A. Mississippi College	
Charles F. Williams	Refrigeration & Air Conditioning
Air University; Heat Pump Certification, Refrigeration Service Engineers Society; Heat Load Certification, American Society Heating, Refrigeration, & Air Conditioning Engineers; Sizing Units Certification, Air Conditioning Contractors of America; Technical Trades Institute, Vitro Engineering; Hinds Junior College; Mississippi State University; University of Southern Mississippi	
George O. Williams	Biology
B.S., Tougaloo College; M.S., University of Mississippi; Jackson State University, Oak Ridge Associated Universities; University of Mississippi	
James Gordon Williams	Psychology
B.S., M.A., University of Southern Mississippi	
David F. Young	Job Training & Safety, EPA
B.S., Mississippi State University	

UTICA CAMPUS

Mary A. Austin	Basic Grammer Skills
B.A., Jackson State University; M.A.T., Jackson State University; Mississippi Colege	
Joseph Bartee	Welding
B.S., Alcorn State Univesity; B.Th. & M.Th., Mississippi Baptist Seminary; Alcorn State University; Jackson State University	
Minnie Battle	Secretarial Science
A.S., Coahoma Junior College; B.S., Alcorn State University; M.Ed., Delta State University; Specialist in Education Degree, Jackson State University; Mississippi State University; Mississippi College	
Mike Berry	Science
B.S., Alcorn State University; M.A., Atlanta University; Texas Southern University, Tuskegee Institute; University of Mississippi; Mississippi State University	
Marilyn Binion	Child Care and Development
B.S., Tuskegee Institute; M.S. Ed., Jackson State University	
Earnestine Black	Utica Campus, Business Division Chairperson and Instructor in Business
A.S., Coahoma Junior College; B.A., Alcorn State University; M.S. University of Wisconsin; Delta State University; Mississippi State University; Jackson State University	
Mae C. Broach	Mathematics
B.S., Jackson State University; M.A.T., Jackson State University; Ph.D., Kansas State University	
Bessie Brown	English
A.A., Utica Junior College; B.S., Jackson State University; M.Ed., Mississippi State University; Educational Specialist Degree, Jackson State University; University of Mississippi; Memphis State University	

Bose Bruce	Mathematics
B.S., Alcorn State University; M.S., University of Southern Mississippi; University of Southern Mississippi; Jackson State University	
Willie P. Burnley	Cosmetology
A.A.S., Junior College Certificate, Utica Junior College; Jackson State University	
Earnest Campbell	Auto Body and Fender
A.S., Utica Junior College; Alcorn State University; Jackson State University; University of Southern University	
Bobby Cooper	Utica Campus, Humanities Division Chairperson, Instructor in Music, and Choral Director
B.S., Tougaloo College; M.S., University of Illinois; Educational Specialist Degree, University of Colorado; Ed.D., University of Colorado; Roosevelt University	
William Cornelius	Social Science and Education
B.A., Tougaloo College; M.A.T., Indiana University; Merrill-Palmer Institute; Wayne State University; Hampton Institute; University of Southwestern Louisiana; Norfolk State University; Howard University; St. Johns College of New Mexico; Ph.D., Kansas State University	
Deborah Danner	Data Processing
B.S., Jackson State University	
Seyed Darbandi	Accounting and Economics
B.S., Tehran University; M.P.A., Jackson State University; IBM Center in Tehran; Training in Computer Assisted Instruction, Jackson State University; H & R Block	
Samuel Davis	Drafting and Design
A.S., Utica Junior College; Alcorn State University	
Patrinella Diggs	Reading
B.S., Alcorn State University; M.S., University of Southern Mississippi; New York University	
Fredie Edwards	Welding
A.A., Utica Junior College; Jackson State University; University of Southern Mississippi	
Anita Roberts Griffin	English and Speech
B.S., Jackson State University; M.A.T., Jackson State University; University of Southern Mississippi; Columbia University	
Johnny Halsell	Mathematics
B.S., Alcorn State University; M.S.Ed., Indiana University; Atlanta University; Mississippi State University; Education Specialist Degree, Delta State University	
Benjamin Harper	Utica Campus, National Science Division Chairperson and Instructor in Science
B.S., Alcorn State University; M.S., Atlanta University; University of Michigan; University of Florida; Mississippi State University; University of Mississippi	
Wilson Harris, Jr.	Auto Mechanics
B.S., Mississippi Valley State University; Jackson State University; University of Southern Mississippi; General Motors; Ford Motor Company	
Linden Haynes	Science
B.S., Alcorn State University; M.S., Virginia State College; Ph.D., Iowa State University	
Shirley Hopkins	English and Reading
B.A., M.A.T., Jackson State University; Ph.D., Kansas State University; University of Southern Mississippi	
Benard Hubbard	Masonry
Jackson State University	
Freddie Jackson	Child Care and Development
B.S., Jackson State University; M.S., Atlanta University	
Margaree Jenkins	Food Service Administration
A.A., Utica Junior College; B.S., Alcorn State University; M.Ed., Mississippi State University; University of Southern Mississippi	
Willie C. Johnson	Mathematics
A.A., Utica Junior College; B.S., Jackson State University; M.Ed., Mississippi College; University of Southern Mississippi; Jackson State University; Ph.D., Iowa State University	
Isiah Jones	Auto Body
A.S., Utica Junior College	
James E. Jordon	Utica Campus, Education and Social Science Division Chairperson and Instructor in Social Science
B.S., Mississippi Valley State University; M.Ed., Southern University; Educational Specialist Degree, Jackson State University	
Louis Lee	Music and Band Director
B.S., Jackson State University; Indiana University	

Oscar Martin Jr.	Carpentry
University of Mississippi; Jackson State University; University of Southern Mississippi	
Bobbie Mason	Health and Physical Education
B.S., Jackson State University; M.S., University of Southern Mississippi; Jackson State University	
Shirley Mason	Business
A.A., Utica Junior College; B.S., Alcorn State University; M.S., Jackson State University; University of South Alabama	
Michael McCarty	Art
B.A., University of Southern Mississippi; M.F.A., Institute Allende, University of Guanajuato; University of Southern Mississippi	
Johnnie McGee	Machine Shop
Certificate, Hinds Junior College; University of Southern Mississippi; Utica Junior College; Jackson State University	
Cleon McKnight	Science
B.A., Alcorn State University; M.S., Southern University; University of Mississippi; Clark College; Jackson State University; Ph.D., Kansas State University	
George McQuitter	Media Technology
B.S., M.S., Jackson State University	
Steven Murray	Auto Mechanics
Certificate, Copiah-Lincoln Junior College; General Motors Training Center; Jackson State University; University of Southern Mississippi; Utica Junior College	
Earl Joe Nelson	Health and Physical Education, Athletic Director and Men's Basketball Coach
B.S., Jackson State University; M.S., University of Southern Mississippi; Mississippi State University; Howard University	
Lester Owens	Drafting and Design
B.S., Alcorn State University; M.Ed., University of Georgia	
William Parks	Electronics
B.S., University of Southern Mississippi; Mississippi State University	
James L. Pates	Carpentry
A.S., Coahoma Junior College; B.S., Mississippi Valley State University; University of Southern Mississippi; Candidate for M.S., Alcorn State University	
Clara Porter	Music
B.M.E., Jackson State University; M.M.S., State University of New York at Binghamton; D.M.A., University of Kentucky	
John F. Powers	Education
A.S., St. Mary's College; A.B., Crescia College; M.A., Catholic University of America; M.A., Western Kentucky; Ph.D., Southern Illinois University	
Samuel Richardson	Barbering
Diploma, Tyler Barber College; Mississippi State University; Jackson State University; Alcorn State University; Honorary doctorate of Barber Science - University of Southern Mississippi	
Benard Robinson	Industrial Arts
A.A., Utica Junior College; B.S., Alcorn State University; M.Ed., Jackson State University; Jackson State University	
Albert Ross	Related Studies
A.S., Utica Junior College; B.S., Mississippi Valley State University	
Milton Shepherd	Military Science
B.S., Prairie A & M University	
Juanita Smith	Food Service and Administration
B.S., Alcorn State University; M.A., Tennessee A. & I. University; Tuskegee Institute; University of Southern Mississippi	
Christine Tanner	Special Education
B.S., M.S., Specialist in Education Degree, Jackson State University	
Floyd Tate	Social Science
B.S., Alcorn State University; M.A.T., Specialist in Education Degree, Jackson State University; Lawrence University	
Ida Thomas	Cosmetology
A.A., Utica Junior College; Cosmetology License, Davis Beauty School; Jackson State University; Mississippi State University	

Mae Helen Thomas	English
B.S., Mississippi Valley State University; M.S., Mississippi State University; Jackson State University; Doctoral Candidate, Northern Illinois University	
Willie Mary Thompson	Secretarial Science
B.S., Alcorn State University; M.Ed., Delta State University; University of Tennessee; Mississippi State University	
James Waddell	Writing Skills
A.A., Meridian Junior College; B.A., University of Southern Mississippi; M.A., Mississippi State University	
William Walker	Utica Campus, Computer Center Director/Instructor in Data Processing
B.S. Jackson State University; M.A., University of Southern Florida; M.S., Jackson State University.	
Georgia Wiggins	Reading
A.A. Utica Junior College; B.S., Alcorn State University; M.S., Specialists Candidate, Jackson State University	
Doris Williams	Nursery School Director
A.A.S., Utica Junior College; B.S., Jackson State University	
Debra Woolman	Clothing and Textiles
A.S., Jones Junior College; B.S., M.S., University of Southern Mississippi	

VICKSBURG-WARREN COUNTY BRANCH

Chris Charles Antoine, Jr.	Bricklaying
Hinds Junior College; Mississippi State University	
Robert H. Barlow	Vocational Counseling
B.S., University of Southern Mississippi; M.Ed., Mississippi College	
Jaynie P. Bridges	Speech (P.T.)
B.S., M.Ed., Mississippi College	
Norma Grace Cochran	Distributive Education Cooperative
B.S., M.S., Ed.S., Mississippi State University	
David C. Conrad	Air Conditioning
Hinds Junior College, Mississippi State University	
Jack C. Cooper	Industrial Maintenance
Hinds Junior College	
Frank Ferguson	Vocational Preparation for Handicapped
BS, Mississippi State University	
Jo Ann Franco	Practical Nursing
RN, Mercy Hospital, University of Southern Mississippi, Mississippi State University	
Robert N. Gordon, Jr.	Industrial Drafting
A.A., Hinds Junior College; Mississippi College, Mississippi State University	
Betty C. Headley	Business & Office
B.S., University of Alabama; Auburn University	
Albert Tucker Hossley	Assistant Director, Vocational-Technical Education, Vicksburg
B.S., M.Ed., Ed.S., Mississippi State University	
Delbert W. Huskey	Industrial Maintenance
Hinds Junior College; Mississippi State University	
Julius Johnson	Carpentry
B.S., Mississippi Valley State College; Mississippi State University	
Talbert R. Jones	Welding
Hinds Junior College; Mississippi State University	
John F. Kolb	General Electricity and Wiring
A.A., Hinds Junior College; Mississippi State University	
Thomas Lindsey Lee, Jr.	Trade and Industrial Cooperative
B.S., University of Southern Mississippi; Mississippi State University	
Hazel C. Lominick	Business Education Cooperative
B.S.Ed., M.Ed., Mississippi College; Jackson State University; Mississippi State University	
Emily Long	Intensive Business
B.S., M.Ed. Mississippi College	

Burkett Hill Martin, Jr.	Vocational Counseling
B.S., M.Ed., Mississippi State University; Mississippi State University	
Joyce Ann McAnear	Remedial Related Studies
BS, Hardin-Simmons University; University of Southern Mississippi; Alcorn State University	
Henry Earl Middleton	Bricklaying
B.S., Alcorn State University; Jackson State University, Mississippi State University	
Joy H. Mihalyka	Remedial Related Studies
A.A., Stephens College; B.B.A., University of Mississippi; Mississippi State University; University of Mississippi	
James Clarence Newman	Agribusiness
B.S.Ed., M.A. in Agricultural Extension, Ed.S., Mississippi State University	
James Fulton Park, Jr.	Automotive Mechanics
Hinds Junior College, Mississippi State University	
Thomas Lee Parker	Automotive Mechanics
B.S.Ed., Mississippi Valley State University; Mississippi State University; University of Southern Mississippi; Oldsmobile Product Training Certificate (General Motors)	
Virginia D. Ray	Practical Nursing
RN, Mercy Hospital, University of Southern Mississippi, Mississippi State University	
Billy G. Reed	Vocational Preparation Handicapped
BS, Mississippi State University	
Gail D. Rhett	Distributive Education Cooperative
B.S., Mississippi State University	
Rayford E. Renfro	Welding
A.A., Clarke College; B.A., William Carey College; Golden Gate Baptist Theological Seminary; San Francisco State University; University of California (Berkley)	
Chester Merrill Schneider	Industrial Drafting
B.S., University of Southern Mississippi; Mississippi State University	
Addie Lucille Scott	Remedial Related Studies
B.S., M.Ed., Alcorn State University	
Elnora V. Smith	Practical Nursing
RN, Mercy Hospital, University of Southern Mississippi, Hinds Junior College	
William Smith	Auto Service
Hinds Junior College	
Janice N. Strickland	Remedial Related Studies
B.S., Mississippi State College for Women, M.E.D., Mississippi College, Mississippi State University	
John H. Thomas	Vocational Counseling
B.A., B.S.Ed., Jackson State University; M.Ed., Mississippi State University	
Nick Bartley Trim	General Electricity and Wiring
Hinds Junior College, U. S. Navy	
John K. Weatherford, Jr.	Machine Shop
B.S., M.Ed., Mississippi State University	
Janet Whatley	Practical Nursing
RN, Mercy Hospital; B.S., University of Southern Mississippi; Mississippi State University	
John D. Williamson	Machine Shop
Hinds Junior College; Mississippi State University	
Lee K. Windham	Distributive Education Cooperative
M.Ed., Texas A&M University; B.S., Mississippi State College for Women; Mississippi State University	

HISTORY OF HINDS JUNIOR COLLEGE DISTRICT

The history of Hinds Junior College District, as it now exists, is like the texture of a finely woven tapestry. Threads of the history of Utica Junior College and Hinds Junior College are finely interwoven to present what is now a multi-campus comprehensive community and junior college.

In 1903, Dr. William H. Holtzclaw, a native Hinds Countian, achieved a life-time goal by founding the Utica Normal and Industrial Institute as a private school. For forty years Holtzclaw led this private school as it taught students in the fundamentals of the three R's and how to use their hands.

The Hinds County Agricultural High School, under the initial presidency of W. M. Taylor, was established in 1917. With 117 students and eight faculty members, this Raymond-based institution became a major part of a state-wide system of agricultural high schools that eventually evolved into one of the first state-wide systems of junior colleges in the nation. R. E. L. Sutherland took the reins of this new school in 1918. He presided until 1929.

The foundation having been laid in Mississippi for this movement, it was natural that a strong state-wide junior college system would follow directly from the agricultural high schools to the junior colleges.

School year 1922-23 was a banner year in the proud history of Hinds Junior College when it offered the first year of junior college work and enrolled 30 freshman students. The same year the first year of the Agricultural High School operation was discontinued.

In 1926-27 second year offerings were provided to students at Hinds, and in December 1928 the College received its initial accreditation by being admitted into membership in the Southern Association of Colleges and Secondary Schools. This meant that junior college students would be admitted to the leading senior colleges and universities in the South, and in the Nation, and have their work fully accepted. Full accreditation has existed since that date.

G. J. Cain served as third president of the Raymond-based institution from 1929 to 1938, when George M. McLendon assumed presidency and served until 1965. Great growth was experienced under his presidency.

During World War II, the Mississippi Legislature gave state junior colleges a new role. In 1942 the Legislature enacted special legislation to meet wartime needs for skilled workers and to prepare for the postwar influx of young men and women who would need job training in specific skills. Thus was born vocational training in the state. Hinds Junior College organized the Vocational Division that still exists. As a result of studies of needs in the local area, this division has been continually upgraded through the improvement of the quality of instruction and the facilities for training. The number and variety of offerings has increased significantly and promises to continue to do so.

The early forties saw major changes at Utica. Mr. William H. Holtzclaw, its founder and leader for forty years, turned over the helm of that institution to his son, William Junior, who remained as superintendent until 1946. Then in 1946 Mr. J. W. Grantham became superintendent. He remained in that position until 1951. Utica properties were donated to Hinds County and the school became the Hinds County Agricultural High School, thus becoming the second public agricultural high school in Hinds County.

In 1951, J. D. Boyd became the third president of Utica Institute. In the fourth year of his presidency, Utica Institute was recognized by an Act of the State Legislature as the Utica Institute. Boyd remained president until 1957, when Dr. Walter Washington assumed the presidency. In 1958, the name was changed to Utica Junior College, thereby joining the other state junior colleges as part of a pioneering state-wide system.

While all of these developments were occurring at Utica, President McLendon was leading Hinds Junior College in its illustrious growth toward a higher level of excellence and a wider range of offerings designed to satisfy more needs of more students in the District. McLendon retired in 1965.

Replacing him as president was Robert L. Mayo. His tenure as president lasted until 1978. Enrollments continued to increase and programs of study were expanded. In 1957 Mr. Louis Stokes replaced Dr. Washington as president of Utica Junior College.

Hinds Junior College opened the Jackson Branch in 1969 and the Vicksburg-Warren County Branch in 1975. Utica was fully accredited by the Southern Association of Colleges and Schools (SACS) in December 1972, and Dr. Clyde Muse was invested as president of Hinds Junior College in 1978.

In the early 1980's almost 50,000 students were enrolled in Mississippi junior colleges. Of the approximately 60,000 freshman and sophomore students enrolled in the junior colleges and universities, 65% of them were enrolled in the junior college.

Hinds and Utica enrollments were numbered in the 10,000 range, representing the largest single institution enrollment of freshman and sophomore students in the state.

Continued growth is envisioned. It seems that the Hinds Junior College District will continue to grow, both in numbers of students served and in locations of service. The Rankin Branch was opened in Rankin County in the fall of 1983. The Jackson Branch, Nursing/Allied Health Center, and the Universities Center operation were declared the Jackson Campus in February of 1984.

The histories of Hinds and Utica Junior Colleges have paralleled each other in advancement and achievement. Today they represent that rich tapestry that is one great educational institution serving the District. The consolidation of the two colleges into one makes it possible to offer even more quality educational programs.

GENERAL PURPOSE AND AIMS

The general purpose of the Hinds Junior College District is to provide educational services for the people of its geographic area within the legal structure of the comprehensive community college. These services include the teaching and guiding of students who intend to transfer to senior colleges to pursue an academic degree and the teaching and guiding of career-oriented students in academic, technical, and vocational programs. These services also include providing opportunities for continuing education in academic, technical, and vocational curriculums and providing leadership in civic, economic, and cultural growth.

The specific aims of the institution are:

1. To provide an environment conducive to serious study where students can learn to listen, to think, to discriminate, to reason, and to communicate effectively
2. To provide an environment where students can develop intellectually, socially, physically, morally, and spiritually
3. To provide leadership in determining and developing aptitudes and abilities of students
4. To provide guidance, counseling, and learning experiences which will enable students to develop economic competency
5. To provide opportunities for continuing education in academic, technical, and vocational courses
6. To provide extra-curricular activities whereby students can develop leadership potential and social confidence
7. To provide educational experiences whereby students may become effective citizens within the framework of a democratic society
8. To promote positive community relations by providing facilities, professional leadership, and services to meet specific needs



II

Admissions
Expenses
Regulations



ADMISSIONS REQUIREMENTS

NOTE: Some programs have additional requirements for admission. See specific outlines of programs of study and vocational course descriptions. Special requirements for admission to certain health related programs follow this section. Veterans should see "Veterans Affairs".

GENERAL ADMISSION REQUIREMENTS

The Hinds Junior College District does not discriminate in its admission of students on the basis of sex, race, color, national origin, or handicap.

The Hinds Junior College District subscribes to an "open door" policy in that all applicants having fulfilled admission requirements will be considered for acceptance to the college. Requirements for admission are not restrictive but vary with the curriculum. Therefore, admission to the Hinds Junior College District does not necessarily mean admission to the curriculum desired by the student. Although applicants for admission must satisfy the general admission requirements, the college reserves the right to accept or reject an applicant to a particular educational program.

All applicants are notified of their admission status as requested information is received in the District Office of Admissions and Records.

STUDENTS WHO HAVE NOT MET REQUIREMENTS BY THE DEADLINE PUBLISHED IN THE CLASS SCHEDULE WILL BE REQUIRED TO REGISTER AT DELAYED REGISTRATION.

ENTERING STUDENTS

To be considered for admission to the Hinds Junior College District a prospective student must fulfill the following:

1. Academic and technical students under twenty-one years of age who enroll in the Hinds Junior College District are required to furnish the Office of Admissions and Records with a copy of their ACT scores. There is no specific score on the ACT that is required for general admission to the District college; however, certain programs do have specific requirements.
2. File an application for admission in the District Office of Admissions and Records.
3. File an official transcript from an accredited high school showing graduation date. An official transcript is one that is sent directly from the high school to the District Office showing school seal, graduation date and signature of school official,
or
File an official transcript from an accredited high school showing completion of 15 high school units comprised of three units in English, two units in Mathematics, two units in Social Science, two units in Science and a standard score of eighteen (18) on the American College Test at the first writing on a national test date,
or
File satisfactory test scores on the General Educational Development Test,
or
Have attained the age of sixteen (16) years upon entrance or have attained the age of eighteen (18) upon completion of a training program and file acceptable scores on appropriate diagnostic tests as administered by the District. This option is for vocational students only.
4. MUST be interviewed by a faculty member or admissions committee in major field department prior to being admitted. This applies only to students who wish to enter a technical or vocational program.

SPECIAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

In addition to the General Admission Requirements of the College, each Allied Health program has specific additional program admission requirements as follows:

1. The applicant must be a high school graduate as confirmed by a high school transcript or GED equivalency form.
2. The applicant must submit a College Approved Health Form, completed and signed by a physician, confirming that he or she is of good health and possesses the required physical abilities to function satisfactorily within that particular educational program and occupation.
3. The applicant must have attained the age of eighteen (18) years upon completion of the program.
4. Must have submitted and attained the following minimum test score(s):
Technical Allied Health Programs — ACT of 14
Vocational Allied Health Programs — ACT of 12 or TABE of 10
Notes: 1) Some programs may require additional specialized testing. If so, the applicant will be so notified by the Office of Admissions and Records following the completion and submission of all General Admission Requirements.
2) Based upon documented satisfactory past performance in selected college-level studies or on related standardized testing, the above minimum test score requirements may be waived as determined jointly by the particular Department Chairperson, Counselor and Assistant Director for Allied Health.

5. Completed application and other general and special admission requirements and credentials should be met and on file six (6) weeks prior to the beginning of classes.

Note: Enrollment priority will be given to those applicants with the earliest date in which complete application and credentials are on file in the Office of Admissions and Records. It is the responsibility of each applicant to insure that his or her application is complete and all credentials are on file.

ENTRANCE TESTS

American College Test (ACT)

The ACT is typically available to high school students during their junior or senior years. Adults who have not taken this test may contact the Counseling Office at the HJC Raymond Campus and request that an ACT registration packet be mailed which must be completed and submitted to ACT. The test is given five (5) times a year and the cost is \$9.00.

Test of Adult Basic Education (TABE)

The TABE is administered locally by the College on the first and third Monday of each month at 1:00 p.m. in the Nursing and Allied Health Center. The cost is \$5.00. A person may retake the TABE once, without stipulations, in order to achieve a higher score. A second retake is permitted only after the person furnishes official proof (grade report, transcript, etc.) of having satisfactorily completed a remedial program or course(s) related to his or her basic education deficiencies. A third retake of the TABE is permitted only after a period of one (1) year has elapsed since the second retake. Two (2) forms of proof of identification (driver's license, social security card, birth certificate, etc.) must be furnished upon request each time the test is taken.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

The Hinds Junior College District is authorized to give the General Education Development (GED) Test. A citizen who is a resident of the State of Mississippi and has been for at least one year, is 20 years of age and has not been enrolled in a secondary school for at least one year is eligible to take the GED Test. Exceptions will be made for the age requirements of 20 years or more under certain conditions. For further information contact the Hinds Junior College District Continuing Education Department on the Raymond or Utica Campus. Successful completion of this test results in a certificate of high school equivalency being issued by the Mississippi Department of Education.

CRITERIA FOR SELECTION TO THE ASSOCIATE DEGREE PROGRAM IN NURSING

Selection to the Division of Associate Degree Nursing is made twice a year, the first week of April, and the first week of October. **Qualified applicants will be given priority for a given year based on available space and on the earliest validated completed file according to required criteria as stated below.** Qualified applicants not selected, or selected and unable to attend, for a given year will be given priority one time only for the next year, provided a letter stating the intent of the applicant to enter the nursing program is received by the Division of Associate Degree Nursing. If unable to attend within a year of the original acceptance date, a priority number will then be assigned based on the date of the letter asking for reconsideration.

REGULAR PROGRAM:

1. Make application and be accepted to Hinds Junior College District.
2. Make application to the Hinds Junior College District Division of Associate Degree Nursing.
3. File copies of official transcripts and test scores in the Division of Associate Degree Nursing. (Final transcripts for work in progress in other educational institutions must be sent immediately after completion of each course).
4. Regular applicants are selected using the following criteria:
 - A. American College Test (ACT) composite score of 15 or above. (see D. below.)
 - B. An overall high school average of C. For applicants who are currently in high school, an interim transcript stating first semester grades for the senior year in high school is required initially. A final transcript is required following graduation. In lieu of a high school diploma, an applicant may file satisfactory scores on the General Education Development (G.E.D.)
 - C. Pre-admission Examination-RN AD-composite score of 30 or above. (see D. below.)
 - D. If ACT is lower than 15, applicant must complete twelve (12) hours of college work required in the nursing program, with at least a C average, eight (8) hours of which are Anatomy and Physiology I and II with a minimum grade of C in each. The required Quality Point Average (GPA) of 2.0 will be figured using each attempt of the required course.

If ACT is lower than 15 and/or PAE is lower than 30, applicant must complete all support courses required in the nursing program with a 2.5 QPA (each attempt of the course will be used in figuring QPA. Any grade recorded other than A/B/C/D/F will not be used in figuring QPA.)
5. All applicants must attend an information gathering session (dates to be announced).
6. **PRE-REQUISITES TO THE FIRST CLINICAL COURSE:**
 - A. Must have completed Anatomy and Physiology I and II with a grade of C or above on each before entering nursing.
 - B. If applicant has completed Anatomy and Physiology I and II and Microbiology, each must have been completed within the last five (5) years.
 - C. Physical examination within six months prior to a clinical course with required immunizations current.
 - D. Attend an orientation session required prior to beginning of the semester.

ADVANCED PLACEMENT:

Applicants for Advanced Placement (LPN's or other students who have completed previous nursing work) will be selected by meeting the following criteria:

- A. Meet all of the requirements listed under Regular Program.
- B. Score 78% or better on a challenge exam on Nursing 1118. (A fee of \$10.00 will be charged to help defray cost of printing and grading the test).
- C. In addition to Anatomy and Physiology I and II, applicants must have completed General Psychology I plus three additional hours in non-nursing courses.

TRANSFER CREDIT:

- A. Nursing Courses — A maximum of 20 semester hours of transfer credit in nursing courses is allowed.

Nursing 1118 8 hours credit

PLUS any one of the following:

Nursing 1129	9 hours credit
Nursing 2112	12 hours credit
Nursing 2122	12 hours credit

1. A minimum grade of **C** is required for a nursing course to be transferable.
 2. Validation of previously completed content will determine student placement in our program.
- B. Non-Nursing Courses — Transfer credit will be accepted for all non-nursing courses as follows:
 1. A minimum grade of **C** in biological sciences.
 2. Overall quality point average of at least 2.0 for graduation.

READMISSION:

Applicants will be considered for readmission based on compliance with the following criteria:

1. Request in writing for readmission.
2. Meet all of the requirements listed under Regular Program.
3. Be interviewed by three (3) faculty members.

ADMISSION OF RETURNING, TRANSFER AND TRANSIENT STUDENTS

RETURNING STUDENTS

Former Hinds Junior College District students not in attendance during the semester prior to the one to which they seek admission or those who withdrew during the preceding semester must file an application for admission in the District Office of Admission and Records.

TRANSFER STUDENTS

To be eligible for admission to the Hinds Junior College District, a transfer student must fulfill the following:

1. File an application for admission in the Office of Admissions and Records.
2. File an official transcript from the college last attended. An official transcript is one sent directly from the last college attended to the Hinds Junior College District reflecting the college seal and the signature of the school official, and
3. Be eligible for immediate readmission to the college last attended.

Transfer students will enter the Hinds Junior College District with the same status as they would the college last attended.

All transfer student must have their transcript in the District Office of Admissions and Records prior to registration.

Courses and credit will be accepted up to 48 semester hours at face value as they correspond to the curriculum of the Hinds Junior College District, provided they are earned at a state and/or regionally accredited institution.

TRANSIENT STUDENTS

Transfer students who wish to attend a summer session at the Hinds Junior College District and then re-enter the college last attended the next regular session may do so by:

1. Filing an application for admission in the District Office of Admissions and Records, and
2. Filing an official transcript or letter of good standing in the District Office of Admissions and Records.

Students should also secure permission from the dean of the school to which they will return to ensure that that school will accept credit earned through the Hinds Junior College District.

Should a transient student choose to re-enter Hinds the semester after summer enrollment, the student must file an official transcript in the District Office of Admissions and Records.

ADMISSION OF FOREIGN STUDENTS

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, scores on the Hinds Junior College District placement tests, and proof of financial responsibility.

Applicants, both freshman and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL). Information regarding this test may be obtained by writing to TOEFL, Educational Testing Service, Princeton, New Jersey 08540.

The following materials must be in the District Office of Admissions and Records AT LEAST 60 DAYS before the beginning of the semester in which admission is desired:

1. File an application in the District Office of Admissions and Records.
2. Submit to the District Office of Admissions and Records a certified original or copy of all high school and/or college transcripts of previous credits earned.

The following materials must be in the District Office of Counselor for Foreign Students AT LEAST 60 DAYS before the beginning of the semester in which admission is desired.

1. Scores on entrance tests
2. Affidavit of support
3. TOEFL scores

Students applying for transfer from institutions in the United States must secure the Immigration Form I-20A-B from the Hinds Junior College District to present to the foreign student adviser at the previous school. That official will endorse the Form I-20 Transfer and forward that form and the Form I-20A to the Immigration and Naturalization Service processing center along with a recommendation about the transfer.

ADMISSION APPROVAL

Upon completion of admission requirements, prospective students will be notified of their admission status and given information concerning placement tests and registration procedures. Admission approval is one of three types:

1. Regular — Indicates that a student has fulfilled satisfactorily all admission requirements.
2. Conditional — Indicates that part of the prospective student's admission requirements have not been completed and that the student has been admitted pending receipt of the necessary information. Failure to clear admission deficiencies may result in the termination of a student's enrollment. Veterans who intend to utilize G. I. Bill should contact the veterans' service office. Students who intend to receive any type of federal student financial aid cannot be admitted to the College under this status.
3. Unclassified --

RESIDENT REQUIREMENTS

The Hinds Junior College District observes the following definitions with regard to residential status of applicants and students as interpreted from laws enacted by the Mississippi Legislature. The college's district includes the following supporting counties: Claiborne, Copiah, Hinds, Rankin, and Warren.

Residence of a minor

The residence of a person less than twenty-one years of age is that of the father. After the death of the father, the residence of the minor is that of the mother. If the parents are divorced, the residence of the minor is that of the parent who was granted custody by the courts; or, if custody was not granted, the residence continues to be that of the father. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death unless the minor lives with a legal guardian of his person duly appointed by a proper court of Mississippi, in which case his residence becomes that of the guardian.

Residence of an adult

The residence of an adult is that place where he is domiciled, that is the place where he actually, physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent.

Moving of parents from District or State

If the parent of a minor who is enrolled as a student at a junior college move their legal residence from the district or State of Mississippi, the minor is immediately classified as a non-district or out-of-state student.

Twelve Months of Residence Required

No student may be admitted to any junior college as a district student or residence of Mississippi unless his residence, as defined herein above has been in the district or State of Mississippi for a continuous period of at least twelve months immediately preceding his admission.

Residence in an Educational Institution Can Be Counted

A student who has lived within the state for 12 months following his twenty-first birthday may establish residence in his own right by showing that he is living in the state with the intention of abandoning his former domicile and remaining in the State of Mississippi permanently, or for an indefinite length of time.

Residence Status of a Married Student

A married student may claim the residence status of the spouse, or may claim independent residence status under the same regulations set forth above as any other adult.

Children of parents who are Employed by the College

Children of parents who are members of the faculty or staff of the college may be classified as residents without regard to the residence requirements of twelve months.

Military Personnel Assigned as Active Duty Stationed in District or State

Members of the armed forces on extended active duty stationed within the district or state except those assigned for educational purposes only, may be classified as in district or state residents, without regard to the residence requirements of twelve months, for the purpose of attendance at the college. Resident status of such military personnel who are not legal residents of district or Mississippi as defined under "legal residence of an adult" shall terminate upon their reassignment for duty in the continental United States outside the district or State of Mississippi.

Children of Military Personnel

Resident status of children of members of the armed forces on extended active duty shall be that of the military parent for the purpose of attending state-supported junior colleges of the State of Mississippi during the time that their military parents are stationed within the district or State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignments en route from district or from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their Military parents for duty in the continental United States outside the district or State of Mississippi excepting temporary training assignments en route from Mississippi.

Certification of Residence of Military Personnel

A military person on active duty stationed in the Hinds Junior College District or in Mississippi who wishes to avail himself or his dependents of these provisions must submit a certificate from his military organization of assignment and its address (may be in the letterhead); that the military member will be on active duty stationed in the district or in Mississippi on the date of registration at the State-supported junior college of the State of Mississippi; that the military member is not on transfer orders; and the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit or assignment with signer's rank and title. A military certificate must be presented to the Registrar of the State-supported junior college of the State of Mississippi each semester at or within ten days prior to registration each semester for the provisions hereof to be effective.

STUDENT ADVISORS

The Counseling Department provides course advising services for students. The initial advising session will occur before the student's first enrollment period. Thereafter, students should come to the Counseling Department for course advising during the last six weeks of each semester.

DECLARATION OF COLLEGE MAJOR FIELD OF STUDY

Each student seeking credit through the Hinds Junior College District will indicate an intended major field of study on the initial application for admission and will make a formal declaration of his/her college major during the registration process.

CHANGE OF COLLEGE MAJOR

Students who wish to change their college major after their formal declaration should come to the Counseling Department for an evaluation of previously completed course work and for course advising for the new major. Students should recognize that changing majors could result in having completed courses that will not apply to their new major. Even though students may change their major any number of times, they would be well advised to follow the procedure explained in the preceding sentences.

Veterans should be very careful in changing their major because they are allowed no change without counseling at the V.A.

PROTECTION OF PRIVACY FOR STUDENTS AND PARENTS

The Hinds Junior College District abides by the Family Educational Rights and Privacy Act of 1974 (P. L. 93-380) as amended (P. L. 93-568), also known as the Buckley Amendment.

The Hinds Junior College District declares all their students dependent and places the responsibility on the students to prove that they are not dependent. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools and colleges attend-

ed, campus organizations which require minimum scholastic averages for membership, and organizations and/or societies awarding financial assistance (grants, scholarships, and loans): name, date of birth, address, dates of attendance, major field of study, class rank, quality point average, and the type of degree(s) granted and the date conferred.

VETERANS' AFFAIRS

The Office of Veterans' Affairs is available to assist all eligible veterans and dependents in making application for benefits. Academic, technical, and vocational courses are open (unless otherwise specified in program description) to students in either of the above categories. Every effort is made to facilitate admission into the student's choice of training programs.

All Veterans Administration programs under the G.I. Bill may be initiated in Room 202 of the Administration Building, Raymond Campus. For information call 857-3226.

PROCEDURES FOR ENROLLMENT

1. File with the Admissions and Records Office, a completed application for admission. Veterans may not be given a conditional admission status and be eligible to receive G.I. Bill benefits.
2. File an application for veterans' benefits with the Office of Veterans' Affairs, Room 202, Administration Building, Raymond Campus.
3. Have official transcripts on file with the Admissions and Records Office from all colleges (or high schools when applicable) prior to attending Hinds Junior College. Students not completing high school will be required to submit G.E.D. scores.

ADVANCE PAYMENT

To receive advance payment in time to pay fees, YOU MUST HAVE COMPLETED the three previously mentioned Procedures For Enrollment no less than NINE (9) WEEKS prior to regular registration.

CHANGING ENROLLMENT STATUS

Students receiving veterans' benefits may not drop any course or stop attending any class without prior approval of the Office of Veterans' Affairs and without executing formal drop/withdrawal procedures as outlined on page 53 of the College catalog. Students who fail to comply with this regulation will be liable for repayment of any resulting overpayments.

CHANGING OF PROGRAMS

Students receiving veterans' benefits must at all times have a definite program declared with the Office of Veterans' Affairs and be enrolled in courses leading to completion of the designated program. Programs can never be changed without prior approval of the Office of Veterans' Affairs and the Veterans Administration.

COUNSELING

All veterans' benefits recipients will be required to see a college counselor to plan their course of study prior to the beginning of each enrollment period.

CREDIT FOR SERVICE TRAINING

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in their handbook, GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES, is used as a guide for the evaluation of all military credit.

PROBATION AND SUSPENSION:

- | | |
|------------|---|
| Probation | Veterans who fail to earn a minimum grade average 2.0 on ALL work completed during a semester will be placed on G.I. Bill probation for one semester. |
| Suspension | Students receiving veterans' benefits may be placed on veterans suspension for failing to earn a minimum grade point average of 2.0 during a semester when currently under veterans probation. Future participation in the Veterans' Benefits Program will necessitate contacting the Hinds Junior College Office of Veterans' Affairs for counseling purposes. |

NOTE: Policies stated for veterans comply with Regulations 14253, 14277, 14278, Department of Veterans' Benefits.

WITHDRAWAL

From a Class

By contacting the instructor, a student in a day class may withdraw from the class and receive a grade as specified below. A student in an evening class may withdraw from the class during the times indicated below by contacting the instructor or the Continuing Education Office.

1. Fall and spring day and evening classes, first two weeks of class, there will be no record of performance. The third week through midterm week, a class cannot be dropped except by withdrawing from school. After midterm week through the day before the start of the final exam schedule, the grade will be W if the allowed

number of absences has not been exceeded; the grade will be F if the allowed number of absences has been exceeded.

2. Summer session day classes, first two days of class, there will be no record of performance. The third day through the twelfth day, a class cannot be dropped except by withdrawing from school. After the twelfth day of class through the day before the start of the final exam schedule, the grade will be W if the allowed number of absences has not been exceeded; the grade will be F if the allowed number of absences has been exceeded.
3. Summer session evening classes, first week of class, there will be no record of performance. Second week through the fourth week, a class cannot be dropped except by withdrawing from school. After the fourth week of class through the day before the start of the final exam schedule, the grade will be W if the allowed number of absences has not been exceeded; the grade will be F if the allowed number of absences has been exceeded.

The Dean of Student Affairs, a division chairman, or a local director, after consulting with the instructor, may approve the extension of the allowed number of absences for a student who has an extreme emergency. Appeals should be directed to the Office of Dean of Student Affairs. Students who are absent from a final exam without the approval of the instructor will receive a course grade of F. No class may be dropped after the final exams begin.

From School

To withdraw from the College at any time prior to the first day of the final exam schedule, a student (day or evening, regular semester or summer session) must contact a counselor who will initiate the withdrawal. The grade given at the time of withdrawal from the College will be W in all classes in which the student has not been dropped for excessive absences. It is the responsibility of the student to see that all forms are completed and returned to the Counseling Department.

EXPENSES

(All cost subject to change.)

Tuition and Fees:	\$ 225 per semester for full-time students (12-19 hours).
	\$ 27 per semester hour for part-time students or for students with more than 19 hours.
	\$ 532 per semester additional tuition fees for full-time out-of-state students.
	\$1411 per semester additional tuition fees for full-time out-of-country students.
	\$ 42 per semester hour for out-of-state students.
	\$ 10 registration fee.
	\$ 20 late registration fee.
	\$ 6 for parking decal.
	\$ 13 for yearbook (optional).
Tuition and fees must be paid at registration.	
Housing:	Raymond Campus and Utica Campus
	\$ 260 per semester for an air-conditioned residence hall.
	\$ 225 per semester for an non-air-conditioned residence hall.
	\$ 50 a one-time room reservation security deposit must accompany application for campus housing.
Meals:	Raymond Campus and Utica Campus
	\$ 355 per semester for a 7-day, 3-meal-a-day ticket.
	\$ 286 per semester for a 5-day, 3-meal-a-day ticket.
	\$ 260 per semester for a 5-day, 2-meal-a-day ticket.
	\$ 62 per semester for a commuter 5-day, 1-meal-a-day ticket.
Transportation:	\$ 60 per semester for bus transportation, payable at registration.

Fees must be paid when the student registers at the beginning of the semester. Payment is a part of registration and failure to complete this step will void the entire registration procedure for the individual.

OTHER FEES

Late Registration Fee. A late fee of \$20.00 will be charged any student who fails to register and pay fees according to the schedule for registration. An incomplete registration constitutes a late registration.

Graduation Fee. A graduation fee of \$25.00 is paid by each student who qualifies for and is awarded a diploma.

Bus Transportation. Bus transportation is available to students who are currently enrolled in a program of study on the Raymond or Utica Campuses. The charge for this service is \$60.00 per semester, paid at registration.

BOOKS AND OTHER EXPENSES

The cost of books depends upon the courses that students take and the availability of secondhand books. New and used textbooks are sold in the Campus Bookstore. At the end of each session, students may resell to the Campus Bookstore textbooks usable again the next session.

Students enrolled in some programs are required to purchase uniforms, tools, and safety equipment.

Books and other expenses may total approximately \$150.00.

NON-RESIDENT TUITION

All full-time students whose parents do not reside in Mississippi will pay an out-of-state tuition fee of \$532.00 per semester, payable at registration. Out-of-country students will pay \$1411.00 per semester, payable at registration. These fees are in addition to the tuition and other fees paid by each student who registers.

ROOM AND BOARD

Only full-time day students may request residence hall accommodations. They must select one of the five or seven day meal plans and buy a meal ticket at registration.

PAYMENT BY MASTERCARD AND VISA

Hinds Junior College District will accept both MasterCard and Visa for the payment of student tuition and fees.

PAYMENT BY CHECK

No personal checks from out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. Cashier's checks, money orders, travelers checks, or similar negotiable instruments may be accepted in lieu of cash.

A personal check given in payment for fees, tuition, and room and board is received subject to acceptance by the bank the check is drawn on. If a personal check received by Hinds Junior College District in payment for fees, tuition, or room and board is returned by the bank as non-negotiable, the fees, tuition, or room and board become due and payable. Registration for the student issuing the non-negotiable check is incomplete. An incomplete registration will be subject to a late fee of \$20.00 to complete or may become void for a lack of payment. This means that the student who issued the non-negotiable check in payment for fees, tuition, and room and board must pay the amount of the check plus a \$20.00 late fee to remain in school. A student failing to pay the amount of the non-negotiable check plus the \$20.00 late fee when notified by the Business Office of Hinds Junior College District may be dropped from all classes and checked out of school.

All costs are subject to change without further notice.

REFUND POLICIES

TUITION AND FEES

A registration fee of \$10.00 charged all full-time students each registration period and is non-refundable.

Full-time academic and technical day students enrolled for one week or less will be refunded 75% of \$200.00; students enrolled longer than one week will receive no refund. Part-time academic day students, part-time technical day students, and all evening academic and technical students enrolled for one week or less will be refunded 75% of the applicable tuition; students enrolled longer than one week will receive no refund.

Refund policy for those receiving veterans benefits is stated as follows:

The school will refund on a pro-rata basis, the unused portion of tuition, fees, and other charges to a veteran or eligible person in the event this person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion.

Refund policy for vocational students who register for sequential courses within a single semester is stated as follows:

In the event that a full time vocational student who has registered for two or more sequential courses within the same semester withdraws from school during this semester he/she will receive a full refund for the courses not yet begun. If he/she is in the first week of a course at the time of withdrawal, a 75 percent refund will be made for that course.

Out-of-state tuition, payable by the semester in advance, is refunded as follows:

Students enrolled one week or less will be refunded 75% of the listed rate; students enrolled longer than one week receive no refund.

Any student dropped for excessive absences or for disciplinary reasons is not entitled to a refund.

Other fees paid during the registration process, such as for auto decal and yearbook, are **not** refundable.

ROOM AND BOARD

A residence hall student who officially withdraws from the residence hall within the first two weeks of school will be refunded 75% of all room and board payment. If a student withdraws after the first two weeks, the room fee is forfeited. A student withdrawing from the residence hall during the semester may be refunded all full weeks remaining in the meal ticket period if the meal ticket is surrendered to the Business Office when the student withdraws.

Financial Aid

- 1) Financial assistance is contingent upon admission to the Hinds Junior College District as a regular student (all admission requirements have been met).

- 2) Financial assistance received will be used solely for educational purposes.
- 3) Aid recipients having attended other post-secondary institutions, prior to attending a location in the Hinds Junior College District, are required to submit a Financial Aid Transcript from each institution attended.

Continuing Eligibility

Continuing eligibility for financial aid is contingent upon the student's timely filing of yearly aid applications, financial circumstances, and the amount of funds available to the institution.

Satisfactory Progress

Student eligibility criteria for all Federal Financial Programs requires that in order to receive financial aid, a student must be in good standing and making satisfactory progress in their course of study. To meet this criteria, a Hinds Junior College District student must not be on extended probation or scholastic suspension as explained in the District Catalog.

Types of Financial Aid

Funds for financial aid come from Federal Government programs, the Hinds Junior College District and local civic organizations. Applications are available at all Hinds Junior College District Financial Aid Offices.

Federal Programs

Basic Educational Opportunity Grant (Pell Grant). The Hinds Junior College District assists students financially by participating in the Federal Basic Grant Program. The Basic Grant Program is a gift aid program which provides funds for eligible students enrolled on at least a half-time basis in a program of study that lasts six months or longer.

Federal College Work Study Program. The Hinds Junior College District offers student assistance through the Federal Work-Study Program. Depending on the student's need, the student may be eligible to work up to 15 hours per week. Students will receive an hourly rate of pay.

Nursing Student Assistance Program. The Nursing Student Assistance Program provides loans and scholarships to students who are accepted for enrollment as full time in the Hinds Junior College District two-year A.A. degree nursing program. Awards are disbursed by check at the beginning of each semester. Loans are repayable over a five year period, and repayment begins one year after graduation.

Mississippi Guaranteed Student Loan (MGSL). The MGSL enables students to borrow up to \$2500 per academic year. Loans are available at participating banks, credit unions, savings and loan, and other qualified lenders. Repayment begins 6 months after graduation. The Federal Government will pay the interest until the student is to begin repaying the loan. Applications are available at the Hinds Junior College District's Financial Aid Offices.

Loans to Parents Program. The program enables parents of dependent undergraduate students to borrow up to \$3,000 per academic year, per dependent student. Loans are available at participating banks, credit unions, savings and loans, and other qualified lenders. Loans applications are available at participating lenders. Contact your respective Financial Aid Office for information regarding participants.

Supplemental Educational Opportunity Grants (Utica Campus). Supplemental Educational Opportunity Grants provide funds to students with demonstrated need who without the grant would not be able to attend school. SEOG is a grant (gift aid) and no repayment is required. Applications for this type of grant are available from the Utica Campus Financial Aid Office.

Hinds Junior College District Funds

The Hinds Junior College District Work/Study Program. The Hinds Junior College District offers students assistance through Hinds Junior College District Work/Study Program. The student may be eligible to work as much as 15 hours per week. Students will receive an hourly rate of pay.

Scholarships

ACT Scholarships

The Hinds Junior College District makes available two scholarships based on a student's composite ACT score. *Presidential Scholarships* are available to students who have a composite score of 29 or above. These scholarships will cover tuition, room, and board. *Deans Scholarships* are available to students who have a composite score of 25-28 on the ACT. These scholarships will cover the published cost of tuition. All scholarships are available for fall and spring semesters only.

To be considered for one of these scholarships, an applicant must (1) be a legal resident of Mississippi, (2) be a full-time entering freshman at any location in the Hinds Junior College District, (3) complete all admission requirements, (4) maintain full-time status, (5) have an ACT profile sent to the Office of Development, Hinds Junior College District, and (6) complete the application and return to the Office of Development, Hinds Junior College District, Raymond, MS 39154. Funds for these scholarships are limited, and all scholarships are awarded on a first-come first-serve basis.

A recipient may retain the scholarship for two years if he or she maintains full-time status and maintains a 3.0 or better grade point average. Freshman recipients should notify the Office of Development before April 1 if you wish to retain your scholarship for the sophomore year.

Development Foundation Scholarships

The Hinds Junior College Development Foundation makes available 14 tuition scholarships each year. Selection for these scholarships will be based on classroom excellence, involvement in extra-curricular activities, financial need, desire for achievement, and letters of recommendation. Two of these, the Lewis Scholarship and the Holtzclaw Scholarship, are restricted to the Utica Campus. The remaining 12 scholarships are available to any freshman or sophomore enrolled full-time in an academic, technical, or vocational program in the Hinds Junior College District. Some of these scholarships are designated for students enrolled in specific programs at specific locations. However, the scholarship form can be used to apply for all scholarships. These scholarships do not cover summer school.

In addition to the above mentioned scholarships, the Hinds Junior College District Development Foundation has established two special scholarships — the George M. McLendon Endowed Scholarship (full scholarship available to a student from the Hinds Junior College District enrolled in an academic, technical, or vocational program on the Raymond Campus who meets certain criteria), and the H.R. Kilby Memorial Scholarship (full scholarship available to a business major from Hinds County attending the Raymond Campus who meets certain criteria).

In applying for any of the above scholarships, you should submit with the application form a summary of why you feel you should be considered for a Hinds Junior College District Development Foundation Scholarship and a copy of your high school transcript. You should also have on file three letters of recommendation. All of the above mentioned information must be complete and on file in the Development Office on the Raymond Campus of the Hinds Junior College District by April 15 in order for you to be considered for a Development Foundation Scholarship. Students applying for a Kilby or McLendon Scholarship should consult the Office of Development for additional information about special requirements.

A recipient may retain their scholarship for two years if he has maintained full-time status and a 2.5 overall grade point average. Freshman recipients should notify the Development Office before April 1 if you wish to retain your scholarship for the sophomore year.

For more information, contact the Office of Development, Hinds Junior College District, Raymond, MS 39154. The phone number is 857-3385.

Band Scholarships

Band scholarships are awarded for participation in the Hinds Junior College District Band, Raymond Campus. Contact the Band Director, Hinds Junior College District, Raymond, MS 39154.

Athletic Scholarships

Athletic scholarships are awarded for participation in football (Raymond Campus), men's basketball (Raymond and Utica Campuses), and women's basketball (Raymond and Utica Campuses). Apply directly to the respective athletic coach.

Civic Scholarships

Various civic organizations sponsor scholarships for many students attending the Hinds Junior College District.

ROTC Scholarships

The Air Force, Army, and Navy offer scholarships to junior college students. The scholarships cover tuition, textbooks, lab fees, other educational expenses, and a living allowance during the school year. A student must take ROTC training and will owe the service obligation time upon graduation. For further information contact 968-2175 for Raymond and 354-2327 or 885-6062 for Utica.

Allstate Nursing Scholarships

For information concerning the Allstate Nursing Scholarships, contact the Nursing Department at 372-6507.

Other Scholarships

Some programs have scholarships available for advanced students. Interested students should contact the specific department.

COLLEGE REGULATIONS

ATTENDANCE

The following policy applies to regular academic, technical and vocational programs. It does not apply to special adult or continuing education activities. Some programs in Allied Health fields require different attendance policies. These will be stated in the departmental regulations for the program of study.

ABSENCES ALLOWED

When a student enrolls in a course or program, he/she is expected to achieve the performance level as determined by the instructor and to attend every scheduled meeting of the class, laboratory, or supervised field experience. In addition to official absences, a student is allowed the following number of absences for personal emergencies:

1. Fall and spring semesters — day or evening class — the number of times that the class meets in one week plus one meeting, based on a full semester length course.

- 2. Summer session — day class — two days per term.
- 3. Summer session — evening class — the number of times that the class meets in one week.

OFFICIAL ABSENCES

When a student is absent from class as a result of participating in an official function sponsored by the College, the Dean of Student Affairs or the Branch Director will provide each such participant with an Official Absence Notice. A student will be allowed to make up the class or laboratory work that was missed during an official absence.

PERSONAL EMERGENCIES

In the event of the student's personal illness, illness or death in the student's immediate family, or other valid reasons, a student may arrange with his/her instructor, at the discretion of the instructor, to make up class or laboratory work which was missed due to personal emergencies. If such an arrangement is made, the number of emergency absences allowed may be extended.

THE INSTRUCTOR AND THE STUDENT

All instructors will take roll at each class meeting and will maintain an attendance record on each student. All instructors will check to see that each student has a written copy of the Attendance-Withdrawal Policy and will stress the student's responsibility for reading all requirements in the College Catalog.

After the mid-point of a course through the day before final exams, an instructor may drop a student with a grade of F when the student has accumulated more than the allowed number of absences.

In such cases, the instructor will send a Drop for Excessive Absences form to the Vocational-Technical Director or Dean of Student Affairs. The student will be notified in writing by the Director or Dean of Student Affairs that he/she has been dropped from class for excessive absences. The student will have 5 days from the date of the letter to contact the instructor who may rescind the drop.

TARDIES

Failure to report to class within five minutes after the class has begun constitutes a tardy. Three tardies constitute one absence. Students more than 15 minutes late for class will be marked absent.

AUDITING A COURSE

A student who wishes to take a credit course for no credit must at the time of registration, register for the course as an audit, complete the audit form and pay the regular fee.

The audit student will receive no credit, no grade, no quality points, and may not change the course from audit back to credit. The student may in succeeding semesters take for credit any course previously audited. Audit courses will be reflected on the student's permanent record as "AU" (Audit).

The auditing of a course should not be confused with repeating a course to raise a grade.

CLASSIFICATION OF STUDENTS WHO RECEIVE CREDIT

Classification of students who receive credit at the Hinds Junior College District is as follows:

- Freshman — a student who has earned fewer than 27 semester hours of college credit
 - Sophomore — a student who has earned 27 or more semester hours of college credit
 - Full-time student — a student who is enrolled in 12 or more semester hours in a given semester or a pro-rata share thereof for less than semester length courses
 - Part-time student — a student who is enrolled in less than 12 semester hours in a given semester or a pro-rata share thereof for less than semester length courses
 - Unclassified student —

COLLEGE CREDIT BY EXAMINATION

College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) enables students to earn college credit-by-examination. By successfully completing CLEP tests, students may receive credit for college-level knowledge which they already possess.

The Hinds Junior College District does not administer the CLEP tests.

Students who have not earned college-level credit in the subject or subjects in which they seek CLEP credit may earn credit within the following stipulations:

- (1) A minimum of 6 hours may be earned from each group listed below:

Group #1	English Composition	ENG	1113
	English Literature	ENG	2323
	American Literature	ENG	2223

Group #2	Biology, General	BIO	1133
	Calculus, Integral	MAT	1613
	Chemistry, General	CHE	1213
	College Algebra	MAT	1313
	Geology	GLY	1113
	Trigonometry	MAT	1323
Group #3	Accounting, Introduction	ACC	1213
	American Government	PSC	1113
	American History I	HIS	2213
	American History II	HIS	2223
	Business Law	BAD	2413
	Principles of Economics I	ECO	2113
	Educational Psychology	EDU	2543
	Sociology, Introduction	SOC	2113
	Psychology, General	PSY	1513

- (2) A maximum of 18 hours of CLEP **subject** examination credit will be accepted by the Hinds Junior College District. Credit will not be given for the **general** examination.
- (3) The subject examination scores must be at or above **45 total**.
- (4) A student must earn 12 hours at the Hinds Junior College District before CLEP credit may be recorded on the student's transcript.
- (5) No grade points are granted for CLEP credit. Credits granted by CLEP scores are not used in computing grade point average.

VOCATIONAL CREDIT

By a challenge exam a student enrolled in a vocational program may receive credit for former work or study. A maximum of 50% credit, not to exceed 30 semester hours, may be earned unless prohibited by state or federal regulations.

CERTIFIED PROFESSIONAL SECRETARY

Upon obtaining the Certified Professional Secretary rating and completing 12 hours of credit through the Hinds Junior College District, credit may be awarded for all of the following courses that have not been previously completed or posted by transfer.

ACC 1213	Principles of Accounting I	3 hours
ACC 1223	Principles of Accounting II	3 hours
BAD 2413	Business Law	3 hours
ECO 2113	Principles of Economics	3 hours
TRS 1133	Industrial Psychology	3 hours
TBT 1123	Intermediate Typing	3 hours
TBT 2613	Business Communication	3 hours
TBT 1223	Intermediate Shorthand	3 hours
TBT 2113	Advanced Typing	3 hours
TBT 2713*	Secretarial Practice	3 hours
TBT 2733	Office Management	3 hours
		<hr/> 33 hours

*Credit for either TBT 2423 (Legal) or TBT 2443 (Medical) may be substituted for this course.

Professional Legal Secretary Certification

Upon obtaining Professional Legal Secretary (PLS) certification and after completing 12 semester hours of credit through the Hinds Junior College District credit may be allowed for all of the following courses that have not been previously completed for credit or posted by transfer.

TRS 1133	Industrial Psychology	3
TBT 1113	Elementary Typewriting	3
TBT 1313	Records Management I	3
TBT 1433	Secretarial Accounting I	3
TBT 1123	Intermediate Typewriting	3
TBT 1213	Elementary Shorthand	3
TBT 1223	Intermediate Shorthand	3
TBT 2423	Legal Office Procedures I	3
TBT 2613	Business Communications	3
TBT 2733	Office Management	3
		<hr/> 30

The Professional Legal Secretary (PLS) examination is given twice a year and covers written communication skill and knowledge, human relations and ethics, secretarial procedures and office management, accounting, legal terminology and

techniques and legal secretarial skills and exercise judgment. HJCD Jackson Branch is a permanent testing center for the PLS Examination for Mississippi.

Advance Placement

The Hinds Junior College District will award credit for scores of 3 or higher on the AP Examinations administered by the College Entrance Examination Board. This policy is subject to the following restrictions:

- 1. A student must earn academic credit from this institution before credit earned through AP Examination will be recorded on his permanent record. The minimum residency requirement will be 12 semester hours.
- 2. The total amount of credit awarded for all non-classroom experiences is limited to 30 semester hours.
- 3. AP credit will be for specific Hinds Junior College District courses; however, the student will not receive a letter grade or quality points. AP credit will not be used to compute a student's quality point average.
- 4. AP credit will be awarded only in subject matter areas that are taught by the Hinds Junior College District.

DEGREES OFFERED

Associate In Arts Degree

Conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from the Hinds Junior College District to senior colleges and universities.

Associate In Applied Science Degree

Conferred on students who complete requirements for graduation in the various two-year technical programs or any of the applied science fields offered at the Hinds Junior College District.

Associate of Applied Science in Occupational Education Degree

Conferred on vocational students who: (a) complete the vocational certificate in their particular specialty; (b) are admitted as a degree seeking student; and (3) complete the general and related studies program outlined as follows:

GENERAL & RELATED STUDIES	SH
English	6
Mathematics and/or Science	6
Social Science	3
Academic and/or Technical Electives (free)	9
Academic, Technical and/or Vocational Electives (approved)	8
	<hr/> 32

VOCATIONAL SPECIALTY

Vocational Specialty	32
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NOTE: In order to be eligible to receive the associate degree, vocational majors must have also completed the requirements for the vocational certificate in their particular specialty.

Certificate of Completion

Awarded to students who satisfactorily complete requirements for graduation in the various vocational programs in the Hinds Junior College District.

REQUIREMENTS FOR GRADUATION

A student may meet the requirements for graduation by complying with any of the following. Graduation exercises will be held in the fall and spring.

- 1. Select a specialized field of study and follow the curriculum which is outlined for it in this catalog.
- 2. Follow the General Program requirements for the Associate in Arts Degree, which are given in the "Programs" section of this catalog.
- 3. Follow the general requirements for the Associate in Applied Science Degree, which are given in the "Programs" section.
- 4. Comply with the catalog requirements of the first two years of the specified four-year accredited college or university (named at the beginning of the semester preceding graduation) to which the student will transfer.
- 5. Students may apply for graduation at registration and pay fees at that time. If not completed at registration, application for graduation may be completed at any location finance office or the office of Admissions and Records not later than the fourth week of the semester.

NOTE TO STUDENTS:

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required in order to graduate unless additional credit hours have been earned in excess of those specifically required for the degree. A student in this category may select the courses to be used to achieve the 2.0 minimum quality point average. (See the "GRADES" section of these regualtions for point average.)

Physical Education Requirements — Jackson Campus

Until such time as the Jackson Campus offers physical education courses that will meet the specified graduation requirements for various programs, these specific requirements need not be met. This waiver will have no influence on the total number of hours required.

Application For Graduation

Any student wishing to apply for a diploma or certificate and for one of the degrees conferred by the Hinds Junior College District must make formal application for a specific degree at the time of registration or within the first four weeks of the semester and pay graduation fees at that time. Appropriate application forms are provided for this purpose in the Office of Admissions and Records and will also be provided during the registration process. No student will be graduated and a degree awarded until all degree requirements have been met.

A student may be graduated under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year the student entered the Hinds Junior College District. Requirements, however, may not be divided between the two.

The graduation fee of \$25.00 covers the cost of diploma, cap, gown, and standard junior college scholastic hood. This fee must be paid whether or not the student participates in the formal exercises.

GRADES

MID-SEMESTER AND SEMESTER OR FINAL GRADES

At mid-semester and at the end of the semester, the academic performance (grades) of students in each course is reported by the instructor. Mid-semester grades and semester grades are mailed to the students. The semester grade reports become a part of the student's permanent record. Mid-semester grades are used only to inform students of their progress in class. However, in cases where a course is completed in the first half of the semester the mid-semester grade is a final grade and is recorded as such.

FINAL EXAMINATIONS

All students are required to take examinations at the time designated on the final examination schedule. A student who is absent from a final exam and who has made no report of personal illness or other emergencies to an instructor will not be permitted to take the examination at a later date. A student who reports an emergency to an instructor before a scheduled examination will be given a grade of "I" (Incomplete). The incomplete work must be completed before mid-semester of the succeeding fall or spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent. Students who are absent from a final examination without the approval of the instructor will receive a course grade of "F".

Exemption From Final Examination

Sophomores who are actually taking a diploma at the end of the current semester are exempt from the final examination in any subject in which they have achieved an average grade of "B" or better through the last day of class prior to examination.

Grading System

Courses are graded according to the following system:

- 1. Used in Quality Point Average Computation

Grade	Interpretation	Quality Point Value Per Sem. Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0

- 2. Not used in Quality Point Average Computation

AU	Audit
IP	In Progress
W	Withdrawal from Course

Continuing Education Units (CEU) are awarded for some courses. These courses are generally graded according to the following system:

Grade	Interpretation	Credit
P	Pass	1 CEU per 10 clock hours
W	Withdrawal from Course	

NOTE: A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is used as a basic unit of measurement for an individual student's participation in an educational activity which does not award semester hour credit. Continuing Education Units credit cannot be converted to semester hours credit and is not used to determine a student's quality point average.

WITHHOLDING OF GRADES

Normally, final grades for academic, technical and vocational students are mailed at the end of each semester. However, grades may be withheld by the College for the following reasons: unpaid fees or fines, unreturned library books or audio-visual materials, incomplete admission records, or disciplinary actions.

“I” INCOMPLETE GRADES

An incomplete grade (I) is assigned if, due to personal illness or other emergencies, a student is unable to complete required course work by the end of the semester. It is the student's responsibility to notify the instructor and to arrange with the instructor a method of completing course requirements by mid-semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

Note that an (I) incomplete grade and an (F) failing grade have the same effect on a student's quality point average. A student may appeal a grade for just cause no later than the 9th week of the succeeding fall or spring semester after the grade was given

“IP”: IN-PROGRESS GRADES

An in-progress grade (IP) is assigned to a student who is in an independent study course and who does not complete course requirements before the end of the semester. A student who is assigned an IP grade at the end of a semester must complete course work during the following semester (excluding summer school).

QUALITY POINT AVERAGE

A quality point average is determined by dividing the total number of quality points earned by the total semester hours attempted.

For example

ENG	1113	3	Sem. Hr. Credit	Grade A	(4 points)	=	12
MAT	1313	3	Sem. Hr. Credit	Grade B	(3 points)	=	9
HIS	1113	3	Sem. Hr. Credit	Grade C	(2 points)	=	6
BIO	1514	3	Sem. Hr. Credit	Grade B	(3 points)	=	12
HPR	1111	1	Sem. Hr. Credit	Grade B	(3 points)	=	3
Sem. Hr. Attpt = 14				Total Quality Points		=	42

Divide 42 quality points by 14 semester hours attempted = 3.0 quality point average.

HONOR GRADUATES

Students graduating from the Hinds Junior College District with a quality point average of 4.0 are graduated with "Highest Honors". Students graduating with a quality point average of 3.6 - 3.9 are graduated with "Special Honors". Students graduating with a quality point average of 3.2 - 3.5 are graduated with Honors. The quality point average is determined by dividing the total number of quality points by the total semester hours of work attempted (hours transferred as well as hours earned in the Hinds Junior College District.)

HONOR ROLL, HONORS, DISTINCTIONS AND AWARDS

Awards Day is held in the spring semester for the purpose of presenting various awards, (certificates, medals, cups, trophies, etc.) to students for outstanding achievements and/or accomplishments in all areas of college life.

A Dean's Scholar is a student who has maintained a 3.5 quality point average with an accumulation of twelve or more semester hours; or a 3.5 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

A President's Scholar is a student who has maintained a 4.0 quality point average with an accumulation of twelve or more semester hours; or a 4.0 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

SUMMER SCHOOL

The Hinds Junior College District operates day classes in two 4 week sessions and evening classes in one eight week summer session. AN academic load in excess of twelve hours during the summer session must be approved by the Department of Counseling.

PROBATION

Students will be placed on scholastic probation if a 1.5 quality point average is not maintained. After two successive semesters below 1.5 the student will be placed on scholastic suspension. In order to graduate a student must have a 2.0

quality point average on all hours attempted. In cases where programs are organized in terms of less than a semester in length, each such term shall be treated as a semester for probation and suspension purposes.

Students who have been previously placed on scholastic probation and have not achieved a 1.5 quality point average for the current semester will be placed on scholastic suspension for one full semester.

Full-time students who are suspended for scholastic reasons at the end of the spring semester may gain readmission for the following fall semester by earning 12 semester hours and a 2.0 quality point average during the summer session in the Hinds Junior College District. Part-time students who have been suspended for scholastic reasons may gain readmission by earning a 2.0 quality point average on the same number of semester hours attempted the previous semester.

ACADEMIC APPEALS

Appeals for permission to continue in school when facing scholastic suspension must be made in writing to the Local Student Affairs Committee. Each appeal will be considered on its merits.

REPEATING A COURSE

A student can receive semester hour credit for a course only one time. However, a student may repeat a course in which credit has been earned to attempt to better the quality of the work (raise the grade). In such cases the higher grade will prevail.

RESIDENCY REQUIREMENTS

Transfer students must complete their last 12 semester hours in residence in order to receive a diploma from the Hinds Junior College District.

SEMESTER HOURS TOTAL

The usual total number of semester hours taken by a student in good standing during a regular semester is 15 to 17. The recommended maximum number for a student on scholastic probation is 14. A student less than 12 hours is classified as part-time.

Vocational students may take additional course work beyond their regular program provided the vocational adviser approves.

It is recommended that students who are engaged in outside employment in addition to attending the Hinds Junior College District give careful consideration to taking a reduced number of hours.

TRANSCRIPTS

Any student who has fulfilled financial obligations to the College and has completed a semester at the Hinds Junior college District is eligible to receive a transcript. A fee of \$1.00 is charged for each transcript.

DISCIPLINARY PROCEDURES

I. PURPOSE OF REGULATIONS

The underlying principles of College regulations enable the College to operate as a public institution of higher education in a manner consistent with the ideals of the taxpayers of the five supporting counties and State of Mississippi and for the purpose of freedom from interferences with the educational process.

In order to insure appropriate standards of conduct are maintained by students, the college administration and faculty are encouraged to take individual initiative with students which will reduce the likelihood of more serious problems. The small routine instances of misconduct which occasionally occur in the class or other group activity are the responsibility of the instructor or person in charge. Appropriate remedies generally include: stating clearly the accepted conditions of conduct, setting a proper example, appropriate verbal and/or written reprimands, and referring the student to the counselor, dean or director for counseling and discussion of the matter.

II. STUDENT OBLIGATION

Since the entrance of the first freshman class in 1922, students of Hinds Junior College District have observed rules of student conduct. All students enrolling at a campus, branch, or center of the Hinds Junior College District are expected to become familiar with the policies of the District and conform to the standards of conduct contained in this manual. Students who fail to observe these standards of conduct will be referred to the Disciplinary Committee for appropriate action.

III. AUTHORITY FOR ENFORCEMENT

The Dean of the Office of Student Affairs or the appropriate Branch/Center Director is primarily responsible for the enforcement of student discipline. This authority is delegated to the Dean of Student Affairs and the Branch/Center Directors by the appropriate Vice President via the President of the District, who has the ultimate responsibility for student discipline subject only to review by the Board of Trustees. The Dean of Student Affairs or Branch/Center Director either refers all student discipline to the local Disciplinary Committee for its decision and disciplinary action or handles the disciplinary problem through an administrative hearing.

Prosecution in civil court for a violation of law does not necessarily preclude College disciplinary action. Whether or not it is deemed appropriate and necessary for the College to take disciplinary action will be determined by the Dean of Student Affairs or Branch/Center Director.

Prompt and decisive action may be taken by the Dean of Student Affairs or Branch/Center Director with the approval of the appropriate Vice President in extreme cases before there is an opportunity to conduct a hearing, as in cases which a student's continued presence on either a campus or on a branch campus or a center constitutes an immediate threat or injury to the well-being of property or members of the college community, or to the proper and orderly functioning of the College. Students suspended under such conditions will receive a prompt hearing on the charges against him/her.

All rules and regulations set forth in college publications are applicable only to postsecondary students enrolled at a campus, branch or center operated by the Hinds Junior College District.

Student and others are informed of the current College Regulations for governance of students through publications in the College **Catalogue** and the **Student Handbook**. Changes in regulations which do not coincide with the printing of the Catalogue or Student Handbook will be published in the Student newspapers, **The Hindsonian** and **The Maroon and Gold Flash**, prior to enforcement of the new regulations.

IV. COLLEGE DISCIPLINARY COMMITTEE

The college Disciplinary Committee functions to afford fair and reasonable consideration to every student who is accused of violating one or more of the standards of conduct.

Local Disciplinary Committees are appointed by the Vice Presidents of the campuses or branches/centers. Each committee shall consist of the following membership:

- 1) Three students.
- 2) Four staff members.

The Chairperson of each committee shall be appointed by the Operating Vice President.

V. VIOLATIONS

- A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to officials of the College.

In situations in or outside the classroom where some degree of collaboration is permissible, it is the responsibility of the instructor to give written instructions to his/her classes, specifically stating what forms of collaboration are authorized. When procedures are not clearly understood, it is the responsibility of the student to consult with the instructor.

Cheating on any examination, quiz, work to be completed in class, assigned work to be completed outside class; cheating on term papers; cheating on final examination; plagiarism on any assignment; theft or attempted theft of examination questions or possession of examination questions prior to the time for examination period shall be offenses subject to the following penalties.

The penalty for commission of any offense set out above is failure in the course and possible dismissal or suspension from the College. In any case where the instructor believes that an offense has been committed, the following procedure will be observed:

The instructor will immediately inform the student, the department chairman, the Academic Dean or Vocational Dean and the Dean of Student Affairs or Branch/Center Director that the offense has been committed and the grade penalty has been imposed. If further action is deemed necessary, the Dean of Student Affairs or Branch/Center Director, upon notification by the department chairman, will request the Disciplinary Committee to conduct a hearing in the matter and to make recommendations to the Vice President. In any case in which a student has been accused, the student may appeal to the Local Student Affairs Committee.

- B. Writing bad checks, alteration or misuse of College documents, records, or identification.
- C. Obstruction or disruption of study, teaching, administration, discipline procedures, or other College activities including public functions, or of other authorized activities.
- D. Physical abuse or flagrant disrespect of any person on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health and safety of any such person.
- E. Theft of or damage to property of the College or a member of the College community or of a campus visitor.
- F. Unauthorized entry to or use of College facilities.
- G. Violation of College policies or of campus regulations, including the registration of student organizations.
- H. Use, possession, or distribution of alcoholic beverages, barbituates, narcotics, or dangerous drugs such as marijuana and lysergic acid diethylamide (LSD).
- I. Violation of rules governing residence in College owned or controlled property, including unauthorized use or possession of fireworks, firearms, air guns, and other deadly weapons.
- J. Disorderly conduct, including drunkenness, or lewd, indecent or obscene conduct or expression on College owned or controlled property or at College sponsored or supervised functions.

- K. Failure to comply with directions of College officials acting in the performance of their duties.
- L. Drunkenness
- M. Gambling in any form
- N. Failure to pay indebtedness to the College
- O. Setting of, or adding to, unauthorized fires on College property.
- P. Violations of traffic regulations are normally handled by the Student Traffic Appeals Board. Persistent and flagrant violations may be referred to the Disciplinary Committee for action.
- Q. Failure to have I. D. Card on one's person at all times when on College property and outside the dormitory to which the student has been assigned by the College. This applies to other students who are domiciled elsewhere.
- R. Violations of the law of federal, state, and local governments.
- S. Violations of clinical affiliations rules and regulations.

VI. INVESTIGATION

The Campus Police Department serves as the primary investigation agent of the College on matters requiring investigation. This department is staffed with professionals who have constabulary authority under the laws of the State of Mississippi.

VII. DISCIPLINARY PROCEDURES FOR HEARINGS

A. Hearing Body

Except in the case of minor infractions of dormitory regulations and other infractions where the offender waives a hearing, all cases will be heard by the Disciplinary Committee unless the accused elects to waive his rights to a formal hearing.

B. Procedure for Waiving Hearing.

In the event a student desires to waive his/her right to a hearing before the Disciplinary Committee, the student must admit guilt as charged and sign and date the proper form for this procedure. After the form to waive a hearing has been executed, the Dean of Student Affairs or Branch/Center Director will handle the case and impose punishment for the particular offense. A student who does not wish to accept the punishment imposed by the Dean of Student Affairs or the Branch/Center Director may appeal to the local Student Affairs Committee for a reduced punishment. The question of innocence or guilt may **not** be appealed.

C. Notification of Charges

An investigation of any reported student misconduct will be made before charges are initialed by the Dean of Student Affairs or the Branch/Center Director. Such charges will be referred to the Disciplinary Committee if the investigation justified a charge.

Notification will specifically inform the student:

1. that he/she may bring witnesses to testify in his/her behalf at the arranged meeting.
2. that he/she has the right to legal counsel of his/her own choosing but that such counsel may participate only in an advisory capacity;
3. a brief summary of the nature of the charges and evidence to be presented during the hearing.

D. Procedures during Disciplinary Hearing

1. Hearing will not be open to the public.
2. A record of all hearings will be made on a tape recorder or written minutes, and the Chairman will provide a secretary to keep a written digest of the meeting. Both records will be kept by the Chairman in a secure place. Tapes of cases resulting in suspension or dismissal shall be kept on file for one year. The written record shall be destroyed after two years. Only those persons directly involved with a case may have access to the records pertaining thereto.
3. The hearing will be conducted in an orderly manner.
4. The accused will have an opportunity to be heard in his own defense, either by oral testimony or written affidavit. No recommendation for the imposition of sanction may be based solely upon the failure of the accused student to answer charges or to appear at the hearings. And in any event, all findings of fact and recommendations shall be based solely upon the evidence presented, and shall be based upon proof of violation of policies, rules, and regulation by the student accused.
5. The student accused will have the opportunity to hear and refute all testimony against him/her. Where the evidence is presented in writing, the student will have the right to see and refute such written testimony. The accused may present evidence in his own behalf, may reply to charges in his own words, and may present witnesses in his own behalf.
6. If a witness elects not to appear, an affidavit may be used.

7. The burden of proof will rest upon those bringing the charges, and all matters upon which the decision is based must be entered as evidence during the hearing. Formal rules of evidence will not be used.
8. The student's status at the College will not be altered pending final disciplinary action on the charges. The student's right to be present on the campus/branch/center and to attend classes will not be suspended except for reasons relating to the safety and well-being of himself/herself, other members of the College, or College property.

E. Findings and Recommendations

At the conclusion of the hearing the Chairperson of the Disciplinary Committee will prepare in writing their findings and recommendations. These findings and recommendations will be submitted to the Dean of Student Affairs or Branch/Center Director within 72 hours after the completion of the hearing. This time limit may be extended under unusual or extenuating circumstance, with the approval of the appropriate Vice President.

F. Range of penalties:

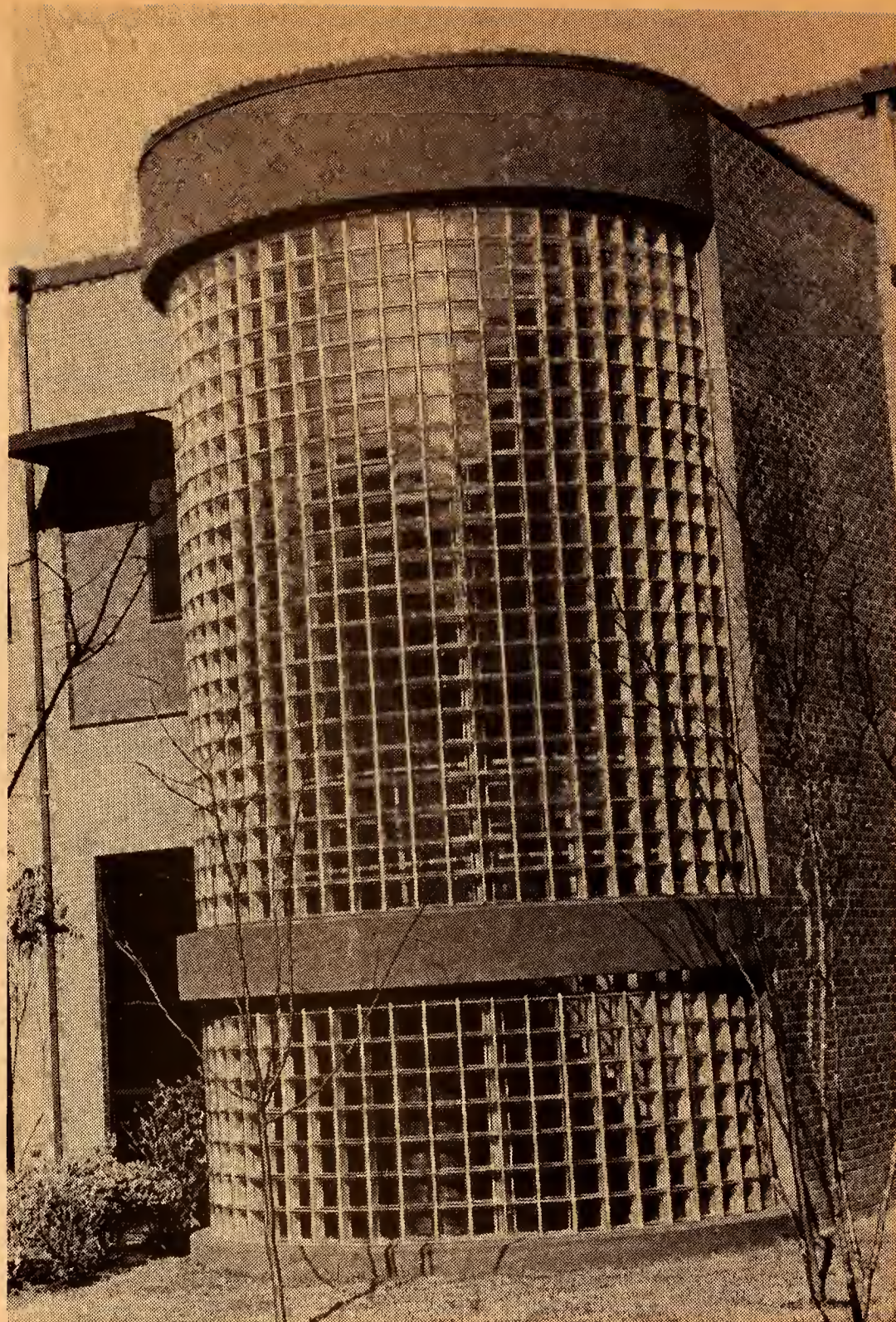
1. Disciplinary probation for a specifically stated period of time
2. Suspension with suspended sentence
3. Suspension from the College, with sentence suspended on condition that the student will be on disciplinary probation for the remainder of his/her enrollment at the College
4. Suspension from the College for a specifically stated period of time.
5. Suspension from the College for a specifically stated period of time; after re-entry, disciplinary probation, ranging from one semester to remainder of tenure as a student at the College.
6. Expulsion from the College for an indefinite period of time.
7. The following system of demerits may be used by a campus/ branch or center with the written permission of the President of the District:

Regulation	Demerit	
	Min.	Max.
A.	As stated	
B.	5	15
C.	5	15
D.	10	15
E.	0	15
F.	0	15
G.	5	15
H.	15	15
I.	15	15
J.	5	15
K.	5	10
L.	5	15
M.	10	10
N.	Pay and/or 0-15 Demerits	
O.	0	7
P.	0	5
Q.	5	15
R.	5	15
S.	5	15

The accumulation of fifteen demerits — for one offense or several offenses over a period of time — means suspension from school for one semester.

G. Appeals

In the event a student wishes to appeal the decision of the Disciplinary Committee he/she must do so within seven (7) calendar days from the date of the order of the Dean of Student Affairs or the Branch/Center Director. The appeal will be made in writing to the Dean of Student Affairs or the Branch/Center Director and will clearly state the grounds for appealing the decision. The appeal will be referred to the local Student Affairs Committee within five (5) calendar days of the receipt of the student's request.



III

Student Services and Activities



STUDENT SERVICES

COUNSELING SERVICES

The counseling departments provide many services to the students. Students find that a visit to the counseling department is often helpful in solving the difficulties that arise in college life. Counselors are ready to help the students select a major field of study, decide upon a vocation or discuss personal and social adjustment problems. All counseling discussions are held in strict confidence.

Another service offered by the counseling department is the administering of standardized tests. Many types of tests are available to measure aptitude, achievement, intelligence, interest, personality and reading ability. These tests are available to any student upon request to a member of the counseling department. The results of such tests are confidential and are used solely by the student and the counselor. Also, these tests provide special interest information for students, and the interest inventory is designed to show a profile of the students' interest patterns. These inventories are especially beneficial to those students who are undecided about a college major.

There are Counseling Departments on all locations within the District. On the Raymond Campus, academic counselors are located in the McLendon Library and vocational-technical counselors are located in the Vocational-Technical Complex. On the Utica Campus, the Counseling Department is located in the Student Union Building. On the Jackson Campus, counselors are located at each facility (Sunset Drive, Nursing/Allied Health Center, and Universities Center). The Vicksburg/Warren County Branch and the Rankin Branch also have counselors available to serve day and evening students.

AMERICAN COLLEGE TEST (ACT) RESULTS

Academic and technical students under twenty-one years of age who enroll in the Hinds Junior College District are required to furnish the Office of Admissions and Records with a copy of their ACT scores. No specific score on the ACT is required for general admission to the District college; however, certain programs do have specific requirements.

After taking the ACT, prospective students should contact the Counseling Office at the location they plan to attend to arrange an appointment for course selection prior to registration.

Students who have not taken the ACT prior to registration will be required to take a series of placement tests on that day and must also take the ACT within a few weeks.

HOUSING

The Hinds Junior College District provides safe and comfortable housing accommodations for students who desire to live on the Raymond or Utica Campuses. Residence halls broaden students educational experiences by providing a community where the student can live, learn, grow and have fun.

Admission to the Hinds Junior College District does not guarantee a student a room reservation on campus. Those students desiring to live on campus must complete a housing application and return it to the Housing Office on the campus the student plans to attend. In the event housing is not available on the location where the student plans to attend, the housing application should be returned to the Housing Office on the campus where he/she would like to reside. To be eligible to live in the residence halls, one must be a full-time day student. This requires that an academic or technical student be enrolled for not less than twelve (12) semester hours during the day schedule and that a vocational student be enrolled for not less than sixteen (16) semester hours during the day schedule.

A deposit of \$50.00 is required from applicants requesting room reservations. In the event of application by mail, a check or money order must be written payable to Hinds Junior College District. Cash should not be sent through the mail. Cancellations of assigned rooms must be received by the Housing Office at least fifteen (15) days prior to the date on which residence halls will open for the semester or term for which the reservation was made in order to receive a full refund of the deposit. The deposit, less any damage assessment, will be refunded to the resident hall occupant who follows the check out procedure as announced by the Housing Office.

After an admissions applications is received and processed by the Office of Admissions and Records, the applicant's housing application will be processed by the Housing Office. It will be helpful if persons wanting to be roommates would send both applications and deposits in together. Room assignments are made on a first-come, first-assigned basis; therefore, it is very important that both the application for admission and the application for housing be received as early as possible.

New students for the fall semester will be notified of their hall assignment in June, and students for the spring semester will be assigned during the third week of December. Hall assignments for new students will be made according to the space available. Those students who are not assigned will be placed on a waiting list according to their receipt number. They will be assigned from the waiting list as space becomes available.

RAYMOND CAMPUS — RESIDENCE HALLS FOR WOMEN

MAIN HALL A two-story building housing 112 freshman and sophomore women students, one staff member and four student assistants. In this air-conditioned building each bedroom accommodates two students and opens onto a carpeted corridor. There is a central tiled bath on each wing and a lavatory in each bedroom.

The spacious carpeted lobby provides a formal area for entertaining guests. A large game and activities area is furnished with piano and a TV set.

MARSHALL HALL A two-story brick building housing 98 freshman and sophomore women students and two staff members. The building has porches the length of the building, enclosed with solar screens of ceramic tile.

Rooms are arranged in four-bedroom suites, each complete with a foyer, large fan, ceramic-tiled bath, spacious cabinets and closets. A circulating hot water heating system is used.

The lounge is located at the central entrance and is furnished with a piano, TV set and modern furniture.

ALLEN-WHITAKER HALL A two-story, brick, L-shaped building housing 109 freshman and sophomore women students four student assistants and one staff member. Each of the 26 suites has two bedrooms with connecting bath, accommodating four students. The carpeted lounge is furnished with modern furniture, a piano and a TV set.

DAVIS HALL A five-story building housing 257 freshman and sophomore students, seven student assistants and a head resident. It is air-conditioned, and each floor has a combination kitchenette and lounge overlooking a court which provides natural light to all five floors. Corridors and lounges are carpeted. Tile baths are located on each floor.

Each bedroom accommodates two students and is furnished with draperies and built-in furniture.

HARDY-PURYEAR HALL A four-story, air-conditioned brick building housing 200 freshman and sophomore female students. Each floor has a lounge and central bath area. The building is staffed by eight student assistants and one head resident. Each bedroom is furnished to accommodate two students. Furnishings include beds study desks and chairs and chests of drawers.

RAYMOND CAMPUS — RESIDENCE HALLS FOR MEN

Williams Hall A nine-suite, air-conditioned facility housing 140 men students. Each room is equipped with built-in beds, desks, closets and book shelves.

VIRDEN HALL An air-conditioned residence hall, arranged in four-bedroom units, each complete with a small foyer, ceramic-tile bath, spacious cabinets and closets and circulating hot water heating. It houses 54 students. Rooms have venetian blinds, built-in study tables, book shelves, cabinets and closets.

GREAVES HALL An air-conditioned facility for 188 men students. Each room is furnished with built-in furniture which includes beds, desks, book shelves and storage facilities.

SHEFFIELD-WOOLLEY HALL A four-story, air-conditioned brick building housing 200 freshmen and sophomore male students. Each floor has a lounge and central bath area. The building is staffed by eight student assistants and one head resident. Each bedroom is furnished to accommodate two students. Furnishings include beds study desks and chairs and chest of drawers.

UTICA CAMPUS — RESIDENCE HALLS

On the Utica Campus, New Men's and Women's Residence Halls will be open for occupancy in the fall of 1984. The living complex includes five buildings which will house a total of 432 students. One of the buildings will be a cafeteria and a student lounge designated for men's and women's socialization.

The three new Men's and Women's Residence Halls are three-story, air-conditioned brick buildings housing 144 in each facility for freshman and sophomore students. The cost of the new residence facility is approximately four million dollars.

JOB PLACEMENT

Job placement services are provided for all Hinds Junior College District students free of charge through the Office of Cooperative Education and Placement on the Raymond Campus. These services include full-time, part-time, summer, internship and cooperative education jobs. Job openings are posted throughout the Hinds Junior College District campuses, branches and centers.

For additional information, call 857-3384 or 857-3341, or write Office of Cooperative Education and Placement, Hinds Junior College District, Raymond, MS 39154. (See Cooperative Education under Programs of Instruction.)

LEARNING RESOURCES SERVICES

The Learning Resources Services program plays a vital part in the educational program of the Hinds Junior College District. A Learning Resources Center is designed for each campus, branch and center providing students and faculty with excellent facilities for the use of materials to support the curriculum of the college.

A joint union catalog indexes the total collection of over 111,000 books and 100,000 items of non-print materials. Intra-library loan systems provide for the sharing of materials as books, periodicals, films and other resources are transferred by a daily inter-campus courier service.

LIBRARY: Open stacks and immediate access to materials are basic to all locations. Books, newspapers, pamphlets, documents, and other materials are selected primarily for support of the instructional programs as well as for personal intellectual growth and the development of a cultural environment. The book stacks are filled with materials that vary in type from the professional and technical to recreational and cover a wide range of interests. Approximate collections of career guidance materials are available. More than 800 periodicals and newspapers are received regularly. Use of microforms for information storage and retrieval adds breadth and depth to the resources.

Each library offers basic reference curricular resources and is enriched by access to the total District collection by use of the microfiche union catalog. Staff members provide reference assistance and instruction in the use of the resources. Loan services from Mississippi college, university and public libraries are also provided.

EDUCATIONAL MEDIA SERVICES: Support for classroom instruction, community services, library, and learning laboratories is provided by Media Services. Multi-media approaches to instruction and learning are available in several formats. There are facilities for the in-house production of instructional materials on the Raymond and Utica Campuses. These facilities include photography, film production and audio and video recording studios. A distribution service of media equipment and software programs is provided by the Raymond Campus Media Services to all Learning Resources Center in the college district.

INSTRUCTIONAL DEVELOPMENT OFFICE: The Instructional Development Officer on the Raymond Campus provides assistance to faculty in the design, development and evaluation of instructional units to assure more effective student learning.

VETERANS SERVICES

The Director of Veterans' Affairs is available to assist all veterans, veterans' dependants and disabled veterans in making application for Veterans Benefits. All academic, technical and vocational courses are open to students in any one of the above categories, except as otherwise noted, and every effort is made to facilitate admission into their choice of training program. All veterans' benefit programs may be initiated in Room 202 of the Administration Building, Raymond Campus (phone 857-3226) or at the Registrar's Office on the Utica Campus (phone Utica Campus extension 225 or 226)

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in their handbook, GUIDE TO THE EVALUATION OF EDUCATION EXPERIENCES IN THE ARMED SERVICES, is used as a guide for the evaluation of all military credit.

CAMPUS SERVICES AND SERVICE FACILITIES

BOOKSTORE

The District Bookstores are located in the Student Union Building on the Utica and Raymond Campuses. At the Sunset Drive location in Jackson, the Bookstore is located off the lobby near the main entrance. Bookstores are open from 7:30 a.m. to 4:00 p.m. Monday through Friday. They are also open from 6:00 p.m. to 8:00 p.m. Monday through Thursday evenings of the first week of each semester. The Bookstores furnish textbooks, supplies, personal items and gifts. If students wish to pay by check or to sell textbooks they must present their ID cards.

BUSINESS OFFICE

During office hours (8:00 a.m. to 4:00 p.m. Monday through Friday), the Business Office will cash checks not to exceed \$25.00 for residence hall students and employees of the college. Two-party checks or third-party checks will not be cashed.

CAFETERIA

When classes are in session, the cafeteria on the Raymond and Utica Campuses serve three meals each day. Saturday and Sunday schedules are abbreviated as there are fewer people on campus to be served. A student must present his meal ticket at each meal or pay cash for the meal. A meal ticket may be used only by the person whose name appears on it. There is a charge of \$10.00 for the replacement of a lost or destroyed meal ID card.

GRILL

Known as the "*Eagle Nest*," the grill is located on the second floor of the Student Union Building on the Raymond Campus. On the Utica Campus, the grill is located on the first floor of the Student Union Building and is known as the "*Bulldog Inn*." These grills provide fast food service throughout the day and evening. Many commuting students have breakfast at the grill before going to class.

GOLF COURSE AND RAYMOND LAKE

Hinds Junior College District operates a beautiful eighteen-hole golf course and club house approximately one mile from the Raymond Campus. Raymond Lake, covering 35 acres, is available to students for fishing and boating, picnics, or just daydreaming.

LOCKER ROOM

The Locker Room, located in Denton Gym on the Raymond Campus, serves as a center for the ASB Programming Board, intramurals, cheerleader workroom and leisure time activities.

RECREATION CENTER

Located in the Student Union Building on the Utica Campus and adjacent to the stadium on the Raymond Campus provides games and billiard tables for student use.

HEALTH SERVICES

Health Services are provided by nearby health care facilities for residence hall students on a 24-hour basis and for commuting during the regular school day. The District provides this service to cover emergencies and extreme medical care needs and therefore, is not responsible for recurring illnesses, such as common colds, allergies, etc.

The district is responsible for the cost of the initial office visit and for laboratory test necessary for diagnosis. The cost of medication and the cost of return office visits for the same illness are the responsibility of the student. The District Business Office will bill students who have received services which are not normally provided under the district policy for health care services.

Students desiring health services must receive a health service referral slip from the Office of the Dean of Student Affairs during regular office hours. Emergencies arising during other hours will be handled on an individual basis.

ID CARD

A picture identification card is issued to each full-time student as a part of the registration process during fall semester registration. Students continuing full-time enrollment for the succeeding semester will have identification cards properly validated at spring semester registration. The identification card must be surrendered to any college official upon request. Replacement cost of the identification card is \$5.00. The identification card must be in the student's possession at all times and serve the following purposes:

1. Admission to College sponsored activities and the Student Union Building.
2. Admission to on-campus varsity athletic events and out-of-town varsity athletic events of the Mississippi Junior College conference at student rates.
3. Identification at Business Office, Campus Bookstore, Campus Police Office and Campus Residence Halls.
4. Securing a copy of the yearbook, provided payment for same is made during fall or spring registration.
5. Use of Raymond Lake recreational facilities and College Golf Course.
6. Voting in student elections.
7. Withdrawal of books from the College Library.

LAUNDRY

Neither the Utica Campus nor Raymond Campus operates a general laundry, but modern coin operated washing machines and dryers are located in all of the women's residence halls and in most of the men's residence halls. Ironing facilities are also located in designated residence halls.

LOST AND FOUND

The College Police Department maintains a lost and found service. An items which is lost or found should be reported to this office. In branches and centers the administrative office provides lost and found services.

CAMPUS POLICE DEPARTMENT

The Hinds Junior College District Police Department is a full service department organization directly responsible to serve the needs of the college community. Their philosophy is "to serve and to protect." The District provides security service at all locations within the district.

Although a primary responsibility is that of traffic control, the District Police Department stands ready to assist in an emergency, to offer the necessary service for the protection of personal and college property, and to enforce regulations and state laws.

AUTOMOBILES ON CAMPUS

Students and employees of the Hinds Junior College District are required to register automobiles with the Police Department on Utica and Raymond, and Jackson Campuses and on the branches. Parking zones have been established along with other regulations. A handbook which outlines traffic and parking regulations may be secured from the Police Department. Penalties are assessed for violation of regulations and persistent violators may be denied the privilege of operating their vehicles on campus. All vehicle registration fees are \$5.00 and the expiration date is August 15.

POST OFFICE

The Post Offices are located on the first floor of the Student Union Building on both campuses. Students should secure a mailing address from the Postmistress. The post office hours are as follows:

	FALL/SPRING SEMESTER	SUMMER
Monday - Friday	8:00 a.m. - 12:00 noon 1:00 p.m. - 3:00 p.m.	8:00 a.m. - 11:00 a.m.

RELIGIOUS ACTIVITIES

The college is a tax-supported institution and teaches no creed in its classroom. However, several religious activities are provided.

STUDENT UNION

The Student Union Buildings on the Utica and Raymond Campuses house a variety of services and facilities. In each case the Publications Office, Associated Student Body Offices, the Activities Director's Office, meeting room, Post Office and a lounge area for receptions and other functions are included.

A recreation room is located in the Student Union on the Utica Campus while similar facilities are located in other buildings on the Raymond Campus. The Campus Police Headquarters is located in the Student Union on the Raymond Campus while it is in another building nearby on the Utica Campus.

SOCIAL LIFE

A variety of social functions are sponsored by student organizations at each of the Hinds Junior College District facilities. The resident campuses have the most diversified programs as students in residence are more available to participate. Activities are publicized through student newspapers as well as through campus bulletin and message boards.

STUDENT ACTIVITIES, ORGANIZATIONS AND PUBLICATIONS

The Hinds Junior College District promotes and provides for students a wide variety of activities, organizations and four student publications. These groups include religious, social, service, academic and interest orientations to meet student needs.

Campus, branch, or center student organizations, managed by students under faculty guidance, afford opportunities for growth in character, citizenship, leadership and social poise.

The following activities, organizations and publications are listed according to availability at a respective campus, branch or center.

SPONSORSHIP OF STUDENT ORGANIZATIONS

- 1) A faculty sponsor(s) must be present at all meetings and activities of student organizations.
- 2) Requests for regularly scheduled meetings should be submitted by Sponsor to the Dean of Students or Branch/Center Director.
- 3) Requests for special events, fund-raising or concessions should be submitted by sponsor to the appropriate Dean of Students, or Branch/Center Director.
- 4) An organization failing to remain active for a period of one (1) calendar year will be subject to review by the Local Student Affairs Council for the purpose of making a recommendation to the District Student Affairs Council for reinstatement or deletion of said organization.

PROPOSED STUDENT ORGANIZATIONS

Any (all) potentially new Student Organizations or new chapters for existing organizations must complete an application for Proposed Student Organization (SPS-001) by initiating Sponsor and submit to the Dean of Students-Director of Student Activities/Branch-Center Director who will make recommendations to the District Student Affairs Council via the Local Student Affairs Council.

The Student Affairs Council will serve as the District Approving Agency for new organizations and chapters.

Campus/Branch/Center Organizations

Raymond Campus

- Agriculture Club
- Alpha Beta Gamma
- Alpha Kappa Omega
- Art Club
- Associated Student Body
- Band
- Baptist Student Union
- Black Student Association
- Cheerleaders
- Choir
- Circle K
- Clefs, The Women's Ensemble and Men's Ensemble
- Delta Epsilon Chi (DECA)
- The EAGLE

- Future Secretaries
- Fellowship of Christian Athletes
- Gamma Lambda Chapter, Phi Theta Kappa
- Hinds Association of Legal Secretaries
- Hinds Connections
- Hindsonian
- Hi-Steppers
- Intramurals and Recreation
- Lendon Players
- Mu Alpha Theta
- Newman Club
- Soccer Association
- Vocational and Industrial Clubs of America
- Wesley Foundation

Intercollegiate Athletics

The Hinds Junior College District is a member of the Mississippi Junior College Association. Varsity athletics at the Raymond Campus include: Football, Men's and Women's Basketball, Men's and Women's Tennis, Baseball, Golf, Softball, and Track.

Utica Campus

The Absolute Quality, Participation and Integrity Club
Annual Staff
Art Club
Athletics
The UJC Alumni Association
Audio-Visual Club
Band
Cheerleaders
The Class, Leadership, Authority and Womanhood Club
Class Organization
Cosmetology Club
Dance Troupe
Data Processing Society
Dramatics Club
Esquire Club
Library Club

MAROON-AND-GOLD FLASH
Mu Alpha Theta
Newspaper Staff
Phi Beta Lambda
Phi Theta Kappa
Physical Education Club
Plebian Club
Science Club
Sociology Club
Student Government Organization
United Campus Ministry
Usher Club
The UTICANITE
Veterans Club
VICA

Intercollegiate Athletics

The Hinds Junior College District is a member of the Mississippi Junior College Association. Varsity Athletics at the Utica Campus include: Men's and Women's Basketball, Baseball, Men's and Women's Tennis.

Jackson Branch

Alpha Zeta Omega Chapter, Phi Theta Kappa
American Institute of Design and Drafting
Associated Student Body Representative
Delta Epsilon Chi
Future Secretaries of America
Hinds Association of Legal Secretaries
Hotel, Motel, and Restaurant
Phi Beta Lambda

Nursing/Allied Health Center

Associated Student Body Representative
Health Occupations Student Association
Mississippi Association of Student Nurses
Phi Theta Kappa

Vicksburg-Warren County Branch

Associated Student Body Representative
Distributive Education Clubs of America
Future Business Leaders of America
Future Farmers of America
Vocational Industrial Clubs of America

Rankin Branch

Associated Student Body Representative
Distributive Education Clubs of America
Future Business Leaders of America
Vocational Industrial Clubs of America

Student Elections

College-wide elections are held according to the following schedule:

Raymond Campus/Branches/Centers

Fall term: Homecoming Queen and Court, Class Favorite and Mr. & Miss HJC.
Spring term: Executive Officers of the Associated Student Body.

Utica Campus

Fall term: Campus Favorites.
Spring term: Mr. & Miss UJC and Executive Officers of the Student Government Organization.

THE ABSOLUTE QUALITY, PARTICIPATION AND INTEGRITY CLUB (Utica Campus)

For individuals who have a "C" average or above to strive for excellence in achievements. The group seeks to develop positive attitudes, maturity and leadership capability.

AGRICULTURE CLUB (Raymond Campus)

Membership in this club is open to college students preparing for the various phases of agriculture or persons interested in agriculture. At the regular monthly meetings, members may have an opportunity to hear local and present-day leaders.

ALPHA BETA GAMMA (Raymond Campus)

The primary purpose of Alpha Beta Gamma is to recognize and encourage scholarship, leadership, and service among students enrolled in Business.

ALPHA KAPPA OMEGA (Raymond Campus)

Alpha Kappa Omega is the local chapter of the National Criminal Justice Fraternity, Lambda Alpha Epsilon. Organized in 1974-75, the goals of the fraternity are to elevate the standards of personnel in the fields of Criminal Justice.

AMERICAN INSTITUTE OF DESIGN AND DRAFTING (Jackson)

To disseminate technical information for improving the science of graphic communication and design. To initiate and encourage a continued program of education so as to provide self-improvement and progress through increased knowledge.

ANNUAL STAFF (Raymond and Utica)

The purpose of the Annual Staff is to produce a yearbook that creates viewing pleasure that recaptures all memorable, exciting and fun experiences that occur throughout the year. This club is open to students who maintain a "C" or above average and have the ability to master English and to write legibly. Membership is voluntary.

ART CLUB (Raymond and Utica)

The Art Department sponsors Alpha Rho, the local honorary art club. The membership is made up of art majors and other students making valuable contributions to the School and community by rendering valuable service in the field of art. The purpose of the Art Club is to provide opportunities for talented students to develop their artistic potentials and to exhibit their work on state or national level, to direct talented students into art careers and to assist students in developing an appreciation for fine arts. This club is open to any student who has an interest in art and shows some artistic ability.

ATHLETICS (Raymond and Utica)

Varsity and intramural athletics are promoted. Varsity sports include football, track, golf, softball, baseball, men and women's basketball and men and women's tennis. Designated varsity sports are located on the Raymond and Utica Campuses only.

AUDIO-VISUAL CLUB (Utica)

This club is designed to provide student participants with principles and use of audio-visual equipment and is open to any student interested in operating audio-visual equipment.

THE UJC ALUMNI ASSOCIATION (Utica)

The responsibility of the alumni is to strengthen the lines of communication between the college and alumni and to instill in students a loyalty to the college which will carry them far beyond graduation. This organization is open to sophomores, alumni and honorary alumni.

BAND (Raymond and Utica)

These organizations are designed to enrich the musical interest of students. Members of these organizations have the opportunity to participate in festivals, parades and exchange concerts. Students interested in being a member of a band are urged to contact the band directors on the Raymond or Utica Campus.

BAPTIST STUDENT UNION (Raymond)

The primary purpose of this organization is to conserve Baptist Youth for Institution leadership, to minister to the spiritual needs of students and to make a positive approach to cooperative efforts in fostering the ideals of the Fatherhood of God and the Brotherhood of Man.

BLACK STUDENT ASSOCIATION (Raymond)

The BSA was formed with the designated purpose of promoting a positive and direct relationship between the black students of the Hinds Junior College District and the student government as well as the administration and to promote harmony and unity among black students on campus. Membership is open to those students who have a genuine interest in the purpose for which the organization was designated.

CHEERLEADERS (Raymond and Utica)

The cheerleaders help promote good, sportsmanlike conduct, arouse real school spirit and accompany and cheer the teams to victory. Football cheerleaders are selected in April and basketball cheerleaders are selected in October. This club is open to all eligible students.

CHOIR (Raymond, Utica)

Membership in the choir is open to the entire student body by audition. On the Raymond Campus, four select performing groups are chosen from the choir each year: the Concert Choir, the Girls' Ensemble, the Men's Ensemble, and the Clefs. The Concert Choir is the primary performing group of the vocal music department. On-campus activities regularly include the annual Christmas Concert, the Mississippi Junior College Choral Festival and the Spring Festival. Off-campus concerts are given within the Hinds District and churches in the area.

CIRCLE "K" CLUB (Raymond)

The Circle "K" Club is a service organization sponsored by the North Jackson Kiwanis Club. The objectives of the club are to promote for its members good fellowship and high scholarship; to serve the College, the community, and the state; to give primacy to the human and spiritual rather than to the material values of life; and to develop within its members a high degree of serviceable citizenship. Membership in the club is based on scholarship and citizenship upon approval of the Board of Directors.

THE CLASS, LEADERSHIP, AUTHORITY AND WOMANHOOD CLUB (Utica)

This club involves any young lady with a "C" average or above in promoting better human relationships, higher moral standards and a better understanding or awareness of women's role in society and the community.

CLASS ORGANIZATIONS (Utica)

The freshman and sophomore classes are organized with officers and advisers. Class meetings are held periodically. Each class is to plan social and other class activities throughout the school year.

THE CLEFS, THE WOMEN'S ENSEMBLE AND THE MEN'S ENSEMBLE (Raymond)

The Clefs are the personality singing group from the Music Department and make numerous appearances other than those with the Concert Choir. Appearances have been made at the Coffee House during the Mississippi Arts Festival and at the meetings of various other organizations.

The Women's Ensemble and Men's Ensemble are chosen by audition. They assist the choir in its performances and also serve as a separate performing group.

COSMETOLOGY CLUB (Utica)

The purpose of the Cosmetology Club is to give students a chance to demonstrate their abilities through leadership and skillsmanship and to have a closer working relationship with each other. This club is open to all students enrolled in Cosmetology.

DANCE TROUPE (Utica)

The purpose of the Dance Troupe is to create an interest in modern and interpretative dances and to develop an appreciation for dances other than social dances. It is open to all students who possess creative ideas of dancing.

DATA PROCESSING SOCIETY (Utica)

The purpose of the Data Processing Society is to promote scholarship, enjoyment and understanding of data processing and computer science among high school and junior college students; to assist its club members while in sickness or distress and by legal and proper means to elevate the moral, intellectual and social conditions of its members. This club is open to all students enrolled in data processing.

DECA CLUB (Raymond, Jackson, Vicksburg-Warren, Rankin)

DECA identifies the program of youth activity relating to Distribution and Marketing Technology-Distributive Education Clubs of America and is designed to develop future marketing and distribution leaders. Its purposes are to develop a respect for education in marketing and distribution which will contribute to occupational competence and to promote understanding and appreciation for the responsibilities of citizenship in our free, competitive enterprise system. Membership in this club is limited to students enrolled in Distribution and Marketing Technology.

DRAMATICS CLUB (Utica)

The Dramatics Club gives students a chance to demonstrate their ability in all forms of the dramatic arts and is open to any one enrolled at Utica.

THE EAGLE (Raymond)

The Eagle, the campus yearbook, is published annually. Persons interested in working on the staff should apply at the Public Relations Office. No experience is necessary.

Students may purchase *The Eagle* for \$12.00; all others may purchase the yearbook for \$15.00.

ESQUIRE CLUB (Utica)

The purpose of the Esquire Club is to maintain a better understanding between faculty members and the student body through the process of exchanging ideas and to help young men in becoming leaders of tomorrow. This club is open to all students.

FUTURE FARMERS OF AMERICA

The purpose of the Future Farmers of America is to develop competent, aggressive, agricultural and rural leadership. To encourage improvement in scholarship. To encourage intelligent choice of farming occupations.

FUTURE SECRETARIES ASSOCIATION (Raymond, Jackson)

The Future Secretaries Association is directed by the National Secretaries Association (International). Chapters are located throughout the United States, Puerto Rico and Canada. Its purposes are to provide association with professional secretaries and other students who have interests in common, to afford participation in thought-provoking programs developed by experienced professional secretaries and businessmen, to provide enthusiasm for a more rewarding secretarial career; to identify with the business world and to further the desire to attain professional competence through a continuing educational program after graduation or after entering the business world. It is also a service organization that provides social interaction with students, professional secretaries, businessmen, and others in the community.

FBLA (Vicksburg-Warren)

The Future Business Leaders of America is a club with the primary purpose of developing scholarship, leadership and service for students involved in business courses and those who may be interested in Business courses.

HINDS ASSOCIATION OF LEGAL STUDENTS (Raymond, Jackson)

The Hinds Association of Legal Students exists to encourage an awareness of the importance of the basic skills necessary to do work of a legal nature and to promote a better understanding of the responsibilities involved; to acquaint students with the function of the judiciary and other departments of the court; and to sponsor workshops and seminars in the legal field. Chapters are located on the Raymond Campus and at the Jackson Branch.

HINDS CONNECTION (Raymond, Utica)

The Hinds Connection, founded March, 1979, is a group of students selected to represent the Hinds Junior College District before the public. Duties of this group include recruiting and serving as hosts/hostesses for the Hinds Junior College District at various functions. Students are selected by application in fall and spring semesters. For further information contact the Office of Development.

HINDSONIAN (Raymond)

A bi-monthly newspaper edited by students on the Raymond Campus offers positions in reporting, in writing feature and sport stories, and editorials and in circulation and layout work. One evening a week is required to prepare the paper for the printers. Editors and managers are chosen after staff members have demonstrated their capabilities. Interested students should apply at the Public Relations Office.

HI-STEPPERS (Raymond)

A precision dance and drill team, the Hi-Steppers are known throughout the South for their half-time performances at college football games. A companion group to the Hinds Parade Band, the Hi-Steppers have won acclaim at such events as New Orleans' Mardi Gras parades and balls; the National American Legion and Forty and Eight Convention in St. Louis; the Junior Rose Bowl in Pasadena, California; the National Junior Chamber of Commerce Convention in Colorado Springs, and numerous parades, state conventions, and civic programs. The group also performed for Congress in Washington, D.C.

Interested women students should contact the director of Hi-Steppers for auditions.

HOTEL, MOTEL & RESTAURANT (Jackson)

The primary purpose of this club is to recognize and encourage scholarship, leadership and service among students enrolling in Hotel, Motel and Restaurant Management.

MEN'S INTRAMURALS (Raymond, Utica)

Team sports are conducted in flag football, basketball, volleyball and softball. Teams are composed of students from residence halls, commuters and student organizations. Regularly enrolled students are eligible to participate in intramural sports except those students who are members of related varsity teams at Hinds.

WOMEN'S INTRAMURALS (Raymond, Utica)

Competitive team sports are conducted in tennis, flag football, volleyball, basketball, ping-pong, badminton, track and field and softball. Teams are composed of students from residence halls, commuters and student organizations. Certificates, ribbons and team trophies are awarded to teams and individuals participating in these sports. Regularly enrolled students, except those students who are members of related varsity teams at Hinds, are able to participate in intramural sports.

LENDON PLAYERS (Raymond)

The Lendon Players is an organization created for students who are interested in dramatics and the theatre arts. Membership is open to anyone who wishes to join and abide by the constitution and by-laws. The purpose of the Lendon Players is to foster and develop better skills, relations and interests in the field of drama. Club members take part in the production of campus plays.

LIBRARY CLUB (Utica)

The purpose of this club is to discuss library procedures and to interpret the library program to the school. It is open to all library assistants and other interested persons.

MAROON-AND-GOLD (Utica)

A Utica Campus monthly newspaper edited by students offers positions in reporting, in writing feature and sports stories, and editorials and in circulation. One hour per day is required to prepare the paper for the printers. The Editor is chosen at the end of each academic year. Interested students should contact the Editor or the Director of Public Relations.

MU ALPHA THETA (Raymond, Utica)

This club is designed for mathematics students who possess interest in further developing mathematical principles and techniques. This club is open to students who are mathematics majors and students who have interests in the related fields of mathematics.

THE NEWMAN CLUB (Raymond)

The primary purpose of this club is to keep the Catholic Student aware of the national and international trends pertaining to his denomination and to provide spiritual guidance.

NEWSPAPER STAFF (Utica)

Working on the school newspaper offers students an opportunity to acquire and develop skills in journalism. The editorial staff of this publication is made up of students selected by other newspaper staff members.

PLEBIAN CLUB (Utica)

This club is created for the purpose of motivating students to the levels of understanding their individual, moralistic, spiritualistic and productive aspects of human growth and development. Membership into the club is of a voluntary nature. Both freshman and sophomore students may become members.

PHI BETA LAMBDA (Utica, Jackson)

This club is designed to broaden students' understanding of economic and business phenomena and to engage students in projects that will strengthen their working relationship with others. The club also strives to develop in students those qualities that make for a successful citizen professionally and socially and is open to enrolling in business, secretarial training and other clerical courses.

PHI THETA KAPPA (Raymond, Utica, NAHC)

Phi Theta Kappa, a non-secret national scholastic society for junior colleges, is composed of those students whose grades are in the upper 10 percent of the College enrollment; who receive the unqualified nomination of the faculty committee appointed to study their character and citizenship qualifications and by approval of the active members. This club is designed to

direct recognition to those students who have excelled academically. Each year a group of PTK students attends the PTK national convention.

PHYSICAL EDUCATION CLUB (Utica)

This club is designed to enrich the student's knowledge of an organized physical fitness program. This club is opened to any student interested in physical education and physical fitness.

SCIENCE CLUB (Utica)

This club is designed to develop creative thinking and an appreciation for the aesthetic value of science in relation to everyday life. It also assists in developing scientifically sound minds. This club is open to all students enrolled in science classes.

SOCCER CLUB (Raymond)

The object of the Soccer Association is to promote the growth of soccer and to represent the association and the college.

SOCIOLOGY CLUB (Utica)

The purpose of this club is to develop a greater awareness of community problems and service to others. This club is open to all students of the Utica Campus, especially those majoring in the social sciences.

STUDENT GOVERNMENT ORGANIZATION (Raymond, Utica)

The Student Council, the key organization, exists on the campus to promote the general welfare of the school; to provide active participation for students in matters of general welfare; and to train its participants for leadership. The membership of the council is made up of representatives from each class.

STUDENT NURSING ORGANIZATION (NAHC)

The Hinds Association of Student Nurses is a member of the Jackson District, State and National Association of Student Nurses. The membership is limited to students in the nursing program. The purpose of this organization is to stimulate interest in and provide opportunity for participation in programs of the professional nursing organizations. Monthly meetings consist of talks by leaders in the health field and discussion of trends in nursing practice.

UNITED CAMPUS MINISTRY (Utica)

This club is the interdenominational involvement of students, faculty, the college community and the community church institutions seeking to cultivate human growth in higher education. This club is open to anyone who wishes to participate.

USHER CLUB (Utica)

The purpose of this club is to prepare students in the art and grace of escorting friends and guests to their seats at various school entertainments and is open to all interested students.

THE UTICANITE (Utica)

The Uticanite, the Utica Campus yearbook, is published annually. Persons interested in working on the staff should contact the Director of Public Relations.

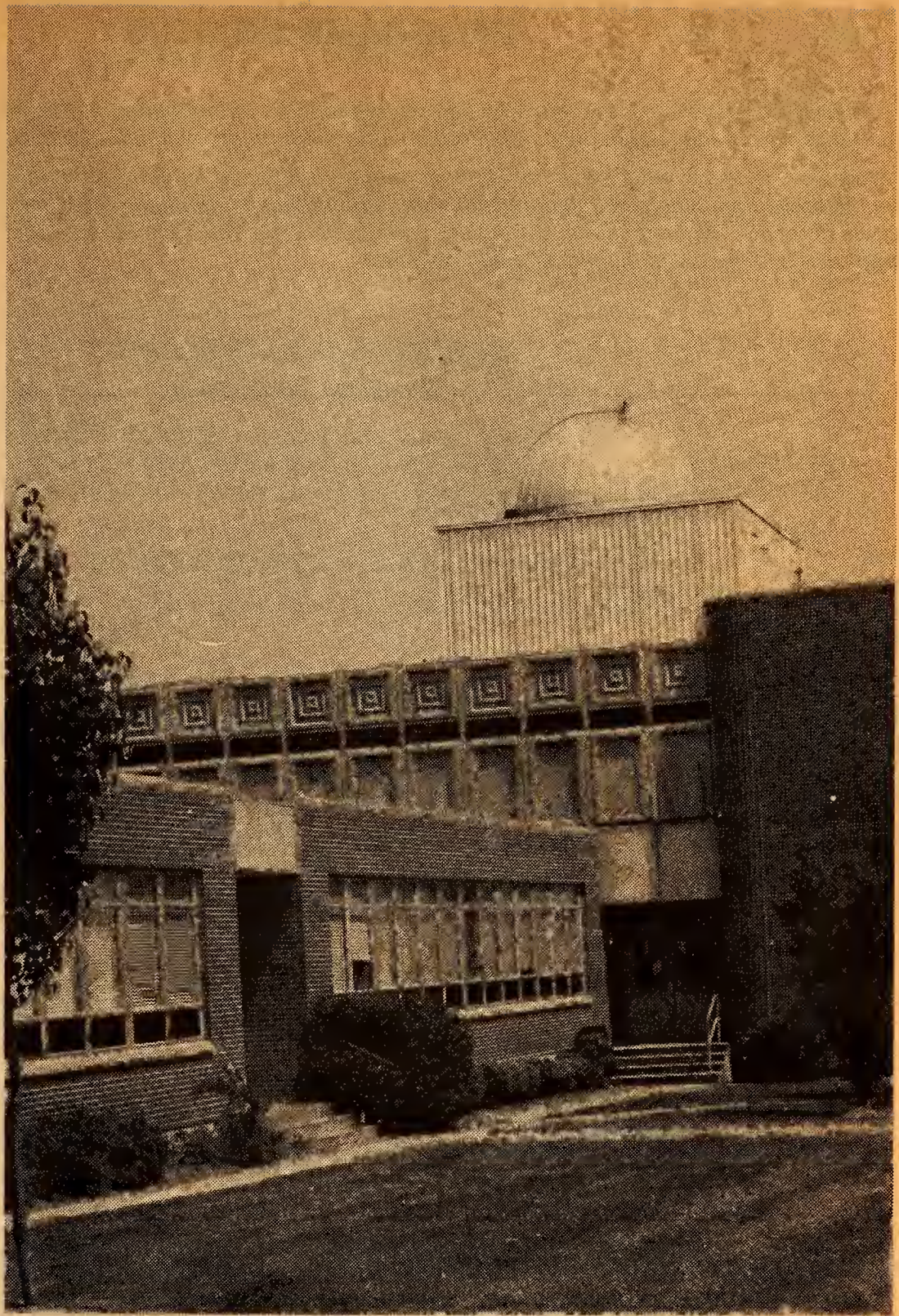
Students may purchase "*The Uticanite*" for \$13.00; all others may purchase the yearbook for \$16.00.

VICA (Raymond, Utica)

The Vocational Industrial Club is designed to provide students that are directly engaged in vocational and technical trades an opportunity to enter national and international contests. VICA is a development club to motivate and develop an enthusiasm for learning that will help trade and industrial, technical and health education students take their place in society. The students in VICA are afforded an opportunity to achieve a sense of accomplishment and recognition for skills and abilities through practical competitive contests on a local, state and national level.

VETERANS CLUB (Vicksburg-Warren, Rankin)

The Veterans Club seeks to provide information and activities that are beneficial to veteran students and to provide a means of communicating their special needs to faculty and administration. Membership in the club is open to all veterans.



IV Programs of Study



PROGRAMS OF STUDY

The following outlines of programs of study are for students who are scheduling work to meet requirements for graduation from Hinds Junior College District and/or to enter a senior college or to enter a specialized field of work.

Students who plan to enter Mississippi public universities need to be aware of the transfer requirements that will apply in their particular case. These requirements are more specific than the general program and vary with age, ACT score and choice of school. Therefore, students who plan to complete a four-year baccalaureate degree program should consult the latest catalog of the college in which they are interested.

ASSOCIATE IN ARTS DEGREE GENERAL PROGRAM

(Courses of Study Leading to a Bachelor's Degree)

** English	12
** PE, Military Sci or March Band	2
** History	6
** Mathematics and/or Science	6
** Electives	38
	<hr/> 64

The general program is recommended for the student who has not yet decided on a field of study but wishes to receive an Associate of Arts Degree from the Hinds Junior College District and then transfer to a senior college to continue a program leading to a Bachelor's Degree. Electives will be selected according to the particular needs and wishes of the student and the requirements of the college to which the student expects to transfer.

* A minimum of 64 hours is needed for graduation from the Hinds Junior College District.

** Selected with approval of program adviser.

ASSOCIATE IN APPLIED SCIENCE DEGREE FOR TWO-YEAR TECHNICAL STUDENTS

English	6
Mathematics and/or Science	6
Social Science	3
Specified Applied Science Field	24
Electives	23
PE, Military Sci or March Band	2
	<hr/> 64*

Technical students following the program of study listed above will be eligible for the AAS degree but will not automatically receive a certificate of completion in a particular field of study.

ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL EDUCATION FOR VOCATIONAL MAJORS

GENERAL & RELATED STUDIES

English	6
Mathematics and/or Science	6
Social Science	3
Academic and/or Technical Electives (free)	9
Academic, Technical and/or Vocational Electives (approved)	8
	<hr/> 32

VOCATIONAL SPECIALTY

Vocational Specialty	32
	<hr/> 64

NOTE: In order to be eligible to receive the associate degree, vocational majors must be admitted as a degree seeking student and have also completed the requirements for the vocational certificate in their particular specialty.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. The student combines periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by the Hinds Junior College District Office of Cooperative Education. This office exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of fulltime (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for a minimum of 6 hours and work a minimum of 20 hours a week under this plan to receive veterans' benefits.) UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from the Hinds Junior College District.

CONTINUING EDUCATION

Continuing education services are provided through a number of offices of the Hinds Junior College District. These services represent the outreach aspect of District programs.

Adult Basic Education (ABE)

Adult Basic Education classes are provided for adults who lack basic literacy skills. These classes are offered in many locations throughout the District. Persons interested in this program should contact the Adult Basic Education Office on the Utica Campus.

General Education Development Test Preparation

Persons who have basic literacy but feel that they are not yet ready to attempt the GED test may take advantage of classes designed to improve the skills needed for this test. Information may be obtained by contacting the Continuing Education office on the Raymond or Utica Campuses or the Director's office in other locations.

Continuing Education Activities (CEA)

Continuing Education Activity courses are administered by the Office of Continuing Education on the Raymond Campus. These courses are designed in varying lengths and on any topic that may be of interest to a group of people for personal enrichment. A record of satisfactory participation may be obtained but semester hours of credit are not awarded. These classes may or may not follow the college calendar.

Adult Vocational Education (AVE)

Classes in vocationally related topics for adults are offered for those who desire to continue to upgrade their skills. These classes are scheduled when requests are received by the Assistant Director of Vocational Education at any Hinds Junior College District location. AVE classes may or may not follow the general college calendar.

Industrial Services

A wide range of credit and non-credit courses are available to business and industry through the Director of Industrial Services. These offerings may come from the district catalog or may be designed specifically for a given company. State funds are available to support many of these programs when they are for new and expanded industry. Contact should be made with the Director of Industrial Services on the Raymond Campus at 857-3387.

ACCOUNTING AND BUSINESS ADMINISTRATION

FRESHMAN

ENG	1113	English Composition I	3
ENG	1123	English Composition II	3
*		P.E. Military Science or Marching Band	2
HIS	1113	Western Civilization I	3
HIS	1123	Western Civilization II	3
		or	
* HIS	2213	American History I	3
HIS	2223	American History II	3
* PSC	1113	American National Government	3
MAT	1313	College Algebra	3
MAT	1333	Finite Mathematics	3
		or	
* MAT	1323	Trigonometry	3
*		Science	6 or 8
*		Humanities Elective	3
			32-34

The Programs of Study

SOPHOMORE			
ENG	2323	English Literature I	3
ENG	2333	English Literature II	3
or			
ENG	2423	World Literature I	3
ENG	2433	World Literature II	3
ACC	1213	Principles of Accounting I	3
ACC	1223	Principles of Accounting II	3
ECO	2113	Principles of Economics I	3
ECO	2123	Principles of Economics II	3
PSY	1513	General Psychology I	3
or			
SOC	2113	Introduction to Sociology	3
SPT	1113	Oral Communication	3
BAD	2323	Business Statistics	3
BAD	2413	Business Law	3
or			
CSC	1113	Introduction to Computer Programming	3
* CSC	2323	Fortran Programming and Application	3
		Elective (if needed)	3
			33

AGRICULTURAL TECHNOLOGY

The Agricultural Technology curriculum is designed for students who wish to obtain a two-year degree in either Farm Management or Agribusiness. A Farm Management student also has the option to select courses in either Livestock Management, Crop Management, or a combination of both.

The first year of study is the same for all options. This allows students to take courses which will introduce them to all options. The second year the student will select courses from the option in which they wish to specialize.

FRESHMAN			
Fall Semester			
ENG	1113	English Composition I	3
*		Math	3
AGR	1214	Animal Science	4
TAG	1323	Crop Science	3
* TAG	2514	Beef Cattle Management	4
or			
* TAG	2134	Agribusiness Procedures & Records	4
TAG	1211	Professional Development I	1
			18
Spring Semester			
ENG	1123	English Composition II	3
TAG	2723	Agribusiness Human Relations	3
TAG	2443	Agricultural Chemicals	3
TAG	2763	Microcomputer Applications	3
AGR	2713	Agriculture Economics	3
TAG	1221	Professional Development II	1
			16

SOPHOMORE			
Farm Management Option			
Fall Semester			
TAG	2773	Agricultural Finance	3
TAG	2433	Agricultural Marketing	3
*		Science	3
TAG	2211	Professional Development III	1
*		Electives	6
			16

* Selected with approval of program adviser

Spring Semester

TAG	2413	Farm Management	3
TAG	2163	Agricultural Law	3
SPT	1113	Speech	3
TAG	2221	Professional Development IV	1
*		Electives	6
			16

Electives

AGR	2253	Livestock Judging	3
TAG	2623	Physiology of Reproduction	3
AGR	2333	Soil Management & Conservation	3
TAG	2534	Agribusiness Sales & Supplies	4
AGR	1413	Farm Machinery	3
AGR	2223	Feeds & Feeding	3
TAG	2524	Beef Cattle Management II	4
TAG	2153	Agribusiness Advertising & Display	3

Agribusiness Option

Fall Semester

ACC	1213	Accounting I	3
TAG	2433	Agricultural Marketing	3
TAG	2534	Agribusiness Sales & Supplies	4
SPT	1113	Speech	3
TAG	2211	Professional Development	1
*		Electives	3
			17

Spring Semester

TAG	2163	Agricultural Business Law	3
AGR	1413	Farm Machinery	3
TAG	2153	Agribusiness Advertising & Display	4
*		Laboratory Science	3
TAG	2221	Professional Development	1
*		Electives	3
			17

Electives

TAG	2773	Agricultural Finance	3
AGR	2253	Livestock Judging	3
TAG	2623	Physiology of Reproduction	3
AGR	2333	Soil Management & Conservation	3
TAG	2413	Farm Management	3
AGR	2223	Feeds & Feeding	3
TAG	2524	Beef Cattle Management	4
TAG	1413	Livestock Handling Techniques	3

PRE-AGRICULTURE

(Agronomy, Agriculture, Economics, Animal Science)

Freshman

Semester Hours

1st Sem. 2nd Sem.

CHE	1211, 1221	General Chemistry Lab	1	1
BIO	2413, 1314	Zoology I, Botany I	4	4
CHE	1213, 1223	General Chemistry	3	3
ENG	1113, 1123	English Composition	3	3
EDU	1311	Orientation	1	
HIS	1113, 1123	World History	3	3
HPR	1111, 1121	Physical Education		
or				
MSC	1111, 1121	Military Science	1	1
MAT	1313	College Algebra	3	
			19	15

* Selected with approval of program adviser

The Programs of Study

SOPHOMORE

ENG	2423, 2433	World Literature	3	3
SPT	1113	Principles of Speech	5	
*		Electives	9	12
			15	15

* Elected from the following with approval of adviser:

ACC	1213,1223	Principles of Accounting
BIO	1314, 1324	Botany
BIO	2514, 2524	Human Anatomy and Physiology
BIO	2924	Microbiology
CHE	2424, 2434	Organic Chemistry
ECO	2113, 2123	Principles of Economics
MAT	1323	Trigonometry

ARCHITECTURE

FRESHMAN

ENG	1113, 1123	English Composition I & II	6
GRA	1143	Graphic Communications	3
GRA	1153	Visualization & Graphic Design	3
* MAT	1313	College Algebra	3
* MAT	1323	Trigonometry	3
MAT	1333	Finite Mathematics	3
ART	1313, 1323	Drawing I & II	6
SOC	2113	Sociology	3
PHY	2414, 2424	Physics I & II	8
PSY	1513	General Psychology I	3
HIS	1113	Western Civilization I	3
			38

Because the required architecture courses begin in the student's freshman year, it is necessary that the student plan to transfer to the senior college for his sophomore year. Student who fail to transfer will fall behind in the scheduled date of completion of the architecture program.

ART

A general course of study in ART leading to the AA Degree and preparing the student for continued study for advance degrees in ART or ART related areas.

ART majors who plan to receive the AA Degree from Hinds Junior College District are expected to participate in an exhibit near the end of the semester in which they plan to graduate.

FRESHMAN

ENG	1113 or 1213		
	1123 or 1223	English Composition I & II	6
HIS	1113, 1123	Western Civilization I & II	6
		PE, Military Science, or Marching Band	2
ART	1313, 1323	Drawing I & II	6
ART	1413, 1423	Design I & II	6
ART	1113	Art Appreciation	3
		Elective	3
			32

SOPHOMORE

ENG	2323 or 2354		
	2333 or 2363	English Literature I & II	6
		Math and/or Science	6
ART	2353	Figure Drawing I	3
ART	2513	Painting I	3
ART	2713, 2723	Art History I & II	6

* Deficiency Courses. For those without sufficient background for Calculus I. MAT 1346 may be substituted for MAT 1313 and MAT 1323.

*	Art Electives	6
**	Electives	2
		<u>32</u>

BANKING AND FINANCE TECHNOLOGY

Semester I

ENG	1113	English Composition I	3
TDM	1313	Business Mathematics	3
PSY	1513	General Psychology I	3
ECO	2113	Principles of Economics I	3
TBF	1113	Principles of Bank Operations	3
**		PE, Military Science or March Band	1
			<u>16</u>

Semester II

ENG	1123	English Composition II	3
ACC	1213	Principles of Accounting I	3
BAD	2413	Business Law I	3
TBF	1123	Money and Banking	3
**		Technical Elective	3
**		PE, Military Science or March Band	1
			<u>16</u>

Semester III

ACC	1223	Principles of Accounting II	3
TDM	2163	Personnel Management	3
SPT	1113	Oral Communication	3
TBF	2113	Credit Administration	3
**		Mathematics Electives	6
			<u>18</u>

Semester IV

TBF	1133	Bank Management	3
TBF	1313	Analyzing Financial Statements	3
TBF	2213	Bank Public Relations and Marketing	3
TBF	2313	Bank Investments	3
TBF	2513	Fundamentals of Bank Data Processing	3
**		Elective	3
			<u>18</u>

Electives

TBF	1143	Savings and Time Deposit Banking
TBF	1153	Bank Letters and Reports
TBF	1163	Supervision and Personnel Administration
TBF	1173	Law and Banking
TBF	1183	Management Fundamentals
TBF	1213	Agricultural Finance
TBF	1223	Real Estate Finance
TBF	1323	Bank Cards
TBF	2123	Installment Credit
TBF	2223	Financing Business Enterprises
TBF	2413	Trust Functions and Services
TBF	2423	International Banking
TBF	2523	Federal Reserve Systems
TBF	2613	Business Administration
TBF	2713	Business Financial Management
TBF	2813	Management of Commercial Bank Funds
TBF	2823	Negotiable Instruments and the Payment Mechanism

* To be selected from ART 2523, ART 2613, ART 2363, ART 2333.

** To be selected with approval of program adviser.

The Programs of Study

TBF	2833	Federal Regulations of Banking
MAT	1233	Intermediate Algebra
MAT	1313	College Algebra
MAT	1323	Trigonometry
TDM	1313	Business Mathematics
TDM	2513	Principles of Management
SOC	2113	Introduction to Sociology
TBF	2843	Branch Management

BIOLOGY

FRESHMAN

			SemesterHours	
			1st Sem.	2nd Sem.
CHE	1211, 1221	Chemistry Laboratory	1	1
BIO	2414	Zoology I	4	
ENG	1113, 1123	English Composition	3	3
CHE	1213, 1223	General Chemistry	3	3
MAT	1313, 1323	College Algebra, Trigonometry	3	3
HPR	1111, 1121	Physical Education		
or				
MSC	1111, 1121	Military Science	1	1
EDU	1311	Orientation	1	4
Electives				
			16	15

SOPHOMORE

BIO	1314, 1324	Botany I	4	
CHE	2424, 2434	Organic Chemistry	4	4
HIS	1113, 1123	World History	3	3
PHY	2414, 2424	General Physics	4	4
*		Electives	3	7
			18	18

Suggested electives with adviser's approval

ENG	2423, 2433	World Literature
SPT	1113	Principles of Speech
MFL	1113, 1123	French
PSY	1513	General Psychology
ART	1113	Art Appreciation
or		
MUS	1113	Music Appreciation
HPR	1213	Personal and Community Health
BIO	2424	Zoology II
BIO	1324	Botany II

BIOMEDICAL EQUIPMENT TECHNOLOGY

FRESHMAN

First Semester

ENG	1113	English Composition I	3
TRS	1133	Industrial Psychology	3
TEL	1356	Electricity for Electronics	6
TRS	1623	Technical Mathematics	3
			15

Second Semester

ENG	1123	English Composition II	3
TEL	1376	Basic Electronic Devices & Circuits	6
TRS	2513	Technical Applied Physics	3

* Selected with approval of program adviser

TBM	1113	Introduction to Biomedical Equipment	3
TRS	1633	Technical Mathematics	3
			<hr/> 18

SOPHOMORE

First Semester

TRS	2523	Technical Applied Physics	3
TEL	2386	Basic Video Systems	6
TBM	2124	Biomedical Equipment I	4
TEL		Elective	3
			<hr/> 16

Second Semester

TEL	2426	Digital Integrated Circuits	6
TEL	2466	Linear Integrated Circuits	6
TBM	2143	Safety Inspections, Standards & Management	3
TBM	2134	Biomedical Equipment II	4
			<hr/> 19

BUSINESS EDUCATION

FRESHMAN

Semester Hours
1st Sem. 2nd Sem.

ART	1113	Art Appreciation		
		or		
MUS	1113	Music Appreciation	3	
BIO	1133, 1143	General Biology		
		or		
PHY	2243, 2253	Physical Science	3	3
EDU	1311	Orientation	1	
ENG	1113, 1123	English Composition	3	3
HIS	1113, 1123	World History	3	3
HPR	1111, 1123	Physical Education		
		or		
MSC	1111, 1123	Military Science	1	1
HPR	1213	Personal and Community Health		3
MAT	1233, 1313	Intermediate Algebra, College Algebra	3	3
SPT	1113	Principles of Speech		3
			<hr/> 17	<hr/> 19

SOPHOMORE

ECO	2113, 2123	Principles of Economics	3	3
ENG	2423, 2433	World Literature	3	3
PSY	1513	General Psychology	3	
TBT	1113, 1123	Elementary Typewriting, Intermediate Typewriting	3	3
TBT	1213, 1223	Elementary Shorthand, Intermediate Shorthand	3	3
TBT	2613	Business Communication		3
			<hr/> 15	<hr/> 15

ELECTIVES:

ACC	1213, 1223	Principles of Accounting
BAD	1113	Introduction to Business
BAD	1313	Business Mathematics

BUSINESS TECHNOLOGY

(Formerly Secretarial Science)

The Business Technology program is designed to prepare students for the following positions: clerk-typist, receptionist, general clerk, accounting clerk, and word processing operator.

FRESHMAN

First Semester

ENG	1113	English Composition I	3
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The Programs of Study

**		Psychology	3
**		Math	3
TBT	1113	Typewriting I or TBT Elective	3
TBT	1313	Records Management I	3
TBT	**	Electives	3
			18

Second Semester

ENG	1123	English Composition II	3
**		Accounting	3
TBT	1123	Typewriting II	3
TBT	2523	Electronic Calculators	3
TBT	**	Electives	3
			15

SOPHOMORE

First Semester

TBT	2113	Typewriting III	3
TBT	2413	Office Procedures I	3
2BT	2533	Word Processing I	3
TBT	2613	Business Communications I	3
TDP	1003		
	or		
	1013	Data Processing	3
**		Electives	3
			18

Second Semester

**		Oral Communications or Economics	3
TBT	1513	Machine Transcription	3
TBT	2733	Office Management	3
**		Electives	6
			15

BUSINESS TECHNOLOGY — ADMINISTRATIVE SUPPORT SERVICES

The Administrative Support Services program is designed to prepare students for the following upper-level positions: stenographer, secretary, legal secretary, medical secretary, executive secretary, and administrative assistant.

FRESHMAN

First Semester

ENG	1113	English Composition I	3
**		Psychology	3
**		Math	3
TBT	1113	Typewriting I or TBT Elective	3
TBT	1213	Shorthand I or TBT Elective	3
TBT	1313	Records Management I	3
			18

Second Semester

ENG	1123	English Composition II	3
**		Accounting	3
TBT	1123	Typewriting II	3
TBT	1223	Shorthand II	3
TBT	2523	Electronic Calculators	3
			15

SOPHOMORE

First Semester

TBT	2113	Typewriting III	3
2BT	2213	Shorthand III (see note)	3
TBT	2413	Office Procedures I	3
TBT	2533	Word Processing I	3

** Selected with approval of program adviser. Student must schedule Spelling if indicated by guidance testing.

The Programs of Study

TBT	2613	Business Communications I	3
TDP	1003		
	or		
TDP	1013	Data Processing	3
			18
Second Semester			
**		Oral Communications or Economics	3
TBT	1513	Machine Transcription	3
TBT	2733	Office Management	3
**		Electives	6
			15

NOTE: Raymond Campus - 9 hours shorthand required.

OPTIONS

In addition to completing the requirements for the Administrative Support Services program, the student may specialize by completing the requirements for one of the following options. Courses required for options replace electives.

Legal Secretarial Option (available in Jackson and Raymond only)

TBT	2423	Legal Office Procedures I
TBT	2543	Word Processing II

Medical Secretarial Option (available in Jackson and Raymond only)

TBT	2443	Medical Office Procedures
MRS	1123	Medical Terminology

BUSINESS TECHNOLOGY — INTENSIVE
(One-Year Program)

The Intensive Business Technology program is designed to provide skills for general office clerks and typists.

FRESHMAN

First Semester

ENG	1113	English Composition I	3
**		Math	3
TBT	1113		
	or		
TBT	1123	Typewriting	3
TBT	1313	Records Management I	3
TBT	**	Electives	3
			15

Second Semester

ENG	1123	English Composition II	3
TBT	1123		
	or		
TBT	2113	Typewriting	3
TBT	1513	Machine Transcription	3
TBT	2413	Office Procedures I	3
TBT	2523	Electronic Calculators	3
TBT	**	Electives	3
			18

MICROCOMPUTER INFORMATION PROCESSING TECHNOLOGY

The Microcomputer Information Processing Technology program is designed to prepare students for a variety of positions in microcomputer operations. An ACT composite score of 12 with minimum of 12 on Math and Reading Section is required for admission to this program.

(Prerequisite for admission to program: TBT 1113 or equivalent)

FRESHMAN

First Semester

ENG	1113	English Composition I	3
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** Selected with approval of program adviser. Student must schedule Spelling if indicated by guidance testing.

The Programs of Study

**		Mathematics	3
**		Accounting I	3
TBT	1123	Typewriting II	3
TBT	1133	Data Entry & Retrieval Operations	3
TBT	1813	Introduction to Microcomputers and BASIC Programming	3
			<hr/> 18

Second Semester

ENG	1123	English Composition II	3
**		Accounting II	3
TBT	1313	Records Management I	3
TBT	1823	Advanced BASIC Programming	3
TBT	2613	Business Communications I	3
TBT	2813	Information Processing I	3
			<hr/> 18

Intensive Microcomputer Certificate is available at completion of first two semesters.

SOPHOMORE

First Semester

**		Mathematics	3
TBT	2733	Office Management	3
TBT	2833	Data Base Management	3
TBT	2843	Microcomputer Business Applications I	3
TBT	**	Electives	3
			<hr/> 15

Second Semester

**		Psychology	3
TBT	2823	Information Processing II	3
TBT	2853	Microcomputer Business Application II	3
**		Electives	6
			<hr/> 15

CHILD DEVELOPMENT TECHNOLOGY

Freshman

First Semester

TCC	1113	Introduction to Early Childhood Education	3
TCC	1114	Child Development I	3
TCC	1163	Art for Young Children	3
ENG	1113	English Composition I	3
**		Science Elective	3
PSY	1513	General Psychology	3
			<hr/> 19

Second Semester

TCC	1124	Child Development II	4
TCC	1233	Music for Young Children	3
TCC	1313	Language Arts for Young Children	3
ENG	1123	English Composition II	3
**		Social Science	3
PSY	2513	Child Psychology	3
			<hr/> 19

SOPHOMORE

First Semester

TCC	2113	Child Nutrition and Health Care	3
TCC	2124	Methods and Materials of Teaching Preschool	4
TCC	2244	Day Care/Kindergarten Practicum I	4
**		Mathematics Electives	3
TRS	1112	First Aid	2
			<hr/> 16

**Selected with approval of program adviser

Second Semester

TCC	2264	Day Care/Kindergarten Practicum II	4
TCC	2163	Administration of Preschool Programs	3
HEC	2813	Marriage and Family Living	3
		or	
SOC	2133	Marriage and Family Living	3
*		Elective	6
			16

CHEMISTRY AND PHYSICS

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
BIO	1133, 1143	General Biology	3	3
CHE	1213, 1223	General Chemistry	3	3
CHE	1211, 1221	General Chemistry Lab	1	1
ENG	1113, 1123	English Composition	3	3
MAT	1313, 1323	College Algebra, Trigonometry	3	3
HPR	1111, 1121	Physical Education		
		or		
MSC	1111, 1121	Military Science	1	1
EDU	1311	Orientation	1	
*		Electives		3
			15	17

Sophomore

MAT	1815, 1825	Calculus	5	5
PHY	2414, 2424	General Physics	4	4
HIS	1113, 1123	World History	3	3
*		Electives	4	4
			16	16

*Chemistry majors are required to take CHE 2423 and 2433 and CHE 2421 and 2431

BIO	1133, 1143	General Biology I
BIO	2414, 2424	Zoology I, II
CHE	2424, 2434	Organic Chemistry
HIS	1113, 1123	World History
		or
HIS	2213, 2323	American History
ART	1313	Art Appreciation
SPT	1113	Principles of Speech
PSY	1513	General Psychology
ENG	2423, 2433	World Literature
HPR	1213	Personal and Community Health
MFL	1113, 1123	Modern Foreign Language

CIVIL ENGINEERING TECHNOLOGY

General

first Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra	3
TDR	1113	Introduction to Drafting	3
CHE	1213	General Chemistry I	3
CHE	1211	General Chemistry Lab I	1
TCE	1111	Introduction to Civil Engineering Tech.	1
TCE	1113	Materials of Construction	3
			17

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry	3
TDR	2123	Surveying Practice I	3
TDR		(Adviser Approved Elective)	3

The Programs of Study

TCE	1124	Materials Testing Lab	4
			16

SOPHOMORE

First Semester

TRS	2513	Technical Applied Physics	3
TCE	2113	Statics	3
TCE	2123	Instrumentation & Measurements	4
CSC		(Adviser Approved Elective)	3
		(Adviser Approved Elective)	3
			16

Second Semester

PSC	1123	American State & Local Government	3
TCE	2133	Basic Soils Engineering	3
TCE	2153	Basic Hydraulics	3
TCE	2163	Strength of Materials	3
TCE	2173	Seminar for Eng. Problems	3
		(Advisor Approved Elective)	3
			18

Approved Electives

TDR	1233	Descriptive Geometry	3
TDR	2113	Topographic Drawing	3
TDR	2214	Structual Drawing	4
CHE	1223	Gen Chemistry II	3
CHE	1221	Gen Chemistry II Lab	1
GLY	1111	Physical Geology Lab	1
GLY	1113	Physical Geology	3
TRS	2523	Technical Applied Physics II	3
TCE	2183	Introduction to Environmental Engineering	3

CIVIL ENGINEERING TECHNOLOGY

Transportation

Freshman

First Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra	3
TDR	1113	Introduction to Drafting	3
GLY	1111	Physical Geology Lab.	1
GLY	1113	Physical Geology	3
TCE	1111	Intro. to Civil Engineering Tech.	1
TCE	1113	Materials of Construction	3
			17

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry	3
TDR	2123	Surveying Practice I	3
TCE		Materials Testing Lab	4
		(Advisor Approved Elective)	3
			16

Sophomore

First Semester

PSC	1123	American State & Local Government	3
TCE	2134	Location/Route Surveying	4
TCE	2143	Basic Highway Design	3
CSC		(Advisor Approved)	3
TRS	2513	Technical Physics	3
			17

Second Semester

TCE	2213	Advance Highway Design	3
TCE	2133	Basic Soils Engineering	3
TCE	2223	Quality Control of Construction	4
TCE	2153	Basic Hydraulics	3
TRS	2523	Technical Physics	3
			<hr/>
			17

Approved Electives

TDR	2214	Structual Drafting	4
TDR	2113	Topographic Drawing	3

CLOTHING AND TEXTILE

This program is articulated with the vocational certificate program in clothing and textiles. See vocational course alterings.

Freshman

First Semester

BIO	2414	Zoology	4
ENG	1113	English Composition I	3
MAT	1313	College Algebra	3
VCT	1114	Garment Construction	4
HIS	1113	World History	3
			<hr/>
			17

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry	3
HIS	1123	World History	3
VCT	1124	Garment Constructive	4
VCT	1313	Alterations and Maintenance	3
HPR	1111	Physical Education	1
			<hr/>
			17

Sophomore

First Semester

CHE	1113	Chemistry	3
VCT	2813	Textiles	3
VCT	2913	Modeling & Grooming	3
VCT	2514	Tailoring	4
SOC	1113	Social Science	3
			<hr/>
			16

Second Semester

CHE	1123	Chemistry	3
VCT	2613	Merchandising	3
VCT	2113	Home Furnishing	3
VCT	2424	Costume Design	4
VCT	1413	Principles of Design	3
			<hr/>
			16

COMMERCIAL DESIGN & ADVERTISING

Freshman

First Semester

ENG	1113	English Composition I	3
ART	1313	Drawing I	3
ART	1413	Design I	3
**		Psychology	3
TCD	1123	Display Design	3
			<hr/>
			15

Second Semester

ENG	1123	English Composition II	3
ART	1323	Drawing II	3

** Selected with approval of program adviser.

The Programs of Study

ART	1423	Design II	3
SPT	1113	Oral Communication	3
TCD	1143	Commercial Design & Advertising Lab I	3
TCD		Elective	3
			18

Note: The order in which TCD 1123 & TCD 1143 is taken is dependent on a students previous art training and scores on entrance exams.

Sophomore
First Semester

TCD	2113	Basic Advertising Design I	3
TCD	2153	Commercial Design & Advertising Lab II	3
ART	1113	Art Appreciation	3
**		Math or Science	3
***		Directive Elective	3
			15

Second Semester

TCD	2123	Basic Advertising Design II	3
TCD	2163	Practical Advertising Techniques	3
**		TMD Elective	3
**		Electives	9
			18

COMPUTER AIDED DESIGN TECHNOLOGY

Freshman
First Semester

ENG	1113	English Compositon I	3
MAT	1313	College Algebra (or TRS 1623)	3
TDR	1113	Introduction to Drafting (1st 8-week term)	3
TDR	2214	Structual Drafting (2nd 8-week term)	4
TDP	1003	Orientation to Data Processing	3
			16

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry (or TRS 1633)	3
TMS	1213	Programming Systems	3
TDR	1213	Machine Drafting	3
TDR	2116	Architectural Drafting & Design	6
			18

Certificate program completed at this point.

Sophomore
First Semester

		Behaviorial/Social Science Elective (or TRS 1133)	3
PHY	2414	General Physics I (or TRS 2513)	4
TCG	1116	Computer Aided Design I	6
TCG	1136	Computer Aided Drafting	6
			19

Second Semester

		Elective	3
PHY	2424	General Physics II (or TRS 2523)	4
TCG	1126	Computer Aided Design II	6
TCG	1146	Computer Aided Drafting Seminar	6
			19

** Selected with approval of program adviser
*** With direction from program advisor choose from TMD 2143, Advertising; TMD 2113, Marketing; ECO 1133, Consumer Economics; JOU 1313, Principles of Journalism I

COMPUTER AIDED MANUFACTURING TECHNOLOGY

Machine Tool Processes Option

Freshman

First Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra (or TRS 1623)	3
TDR	1113	Introduction to Drafting	3
TDP	1003	Orientation to Data Processing	3
TMT	1403	Fundamentals of Machine Shop	3
TMT	1614	Manufacturing Processes I	4
			<hr/>
			19

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry (or TRS 1633)	3
TMS	1213	Programming Systems	3
TMT	1622	Materials of Industry	2
TMT	1634	Manufacturing Processes II	4
TDR	1213	Machine Drafting	3
			<hr/>
			18

Certificate program completed at this point.

Sophomore

First Semester

		Behavioral/Social Science Elective (or TRS 1133)	3
PHY	2414	General Physics I (or TRS 2513)	4
TCM	1116	Computer Aided Manufacturing I	6
TCM	1136	Basic Die Making	6
			<hr/>
			19

Second Semester

TMT	1614	Metallurgy	3
PHY	2424	General Physics II (or TRS 2523)	4
TCM	1126	Computer Aided Manufacturing II	6
TCM	1146	Advanced Die Making	6
			<hr/>
			19

COMPUTER SCIENCE

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
BIO	1133, 1143	General Biology	3	3
CSC	1113	Introduction to Computer Programming	3	
CSC	2323	Fortran Programming and Applications		3
EDU	1311	Orientation	1	
ENG	1113, 1123	English Composition	3	3
HIS	1113, 1123	World History	3	3
HPR	1111, 1121	Physical Education		
		or		
MSC	1111, 1121	Military Science	1	1
MAT	1313, 1323	College Algebra, Trigonometry	3	3
			<hr/>	<hr/>
			17	16

Sophomore

CSC	2123	Introduction to Cobol Programming	3	
CSC	2133	Advanced Computer Programming		3
MAT	1815, 1825	Calculus	5	5
PHY	2414, 2424	General Physics	4	4
PHY	1513	General Psychology	3	
SOC	2133, 1513	Marriage and Family, Ethnic Relations	3	3
			<hr/>	<hr/>
			18	15

PRE-CRIMINAL JUSTICE

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
BIO	1133, 1143	General Biology	3	3
EDU	1311	Orientation	1	
ENG	1113, 1123	English Composition	3	3
HPR	1111, 1121	Physical Education		
		or		
MSC	1111, 1121	Military Science	1	1
HIS	1113, 1123	Western Civilization I & II	3	3
MAT	1313, 1323	College Algebra, Trigonometry	3	3
SOC	2113	Sociology	3	
SOC	2123	Social Problems		3
			17	16

Sophomore

ENG	2423, 2433	World Literature	3	3
ECO	2113, 2123	Economics	3	3
HIS	2213, 2223	American History	3	3
HPR	1111, 1121	Physical Education		
		or		
MSC	1111, 1121	Military Science	1	1
PHY	2243, 2253	Physical Science	3	3
PSC	1113, 1123	State and Local Government		3
		American National Government	3	
SPT	1113	Speech	3	
			19	16

*Electives

PSY	1513	*General Psychology
HPR	1213	*Personal and Community Health

* Students are not required to take these electives; however, they may elect to do so in the year and semester of their choice.

CRIMINAL JUSTICE

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
PSC	1113	American National Government	3
PSC	1123	American State & Local Government	3
SOC	2113	Introduction to Sociology	3
SOC	2133	Social Problems	3
CRJ	1313	Introduction to Criminal Justice	3
CRJ	1323	Police Administration & Organization	3
CRJ	2313	Police Operations	3
CRJ	1383	Criminology	3
			32

Sophomore

PSY	1513, 1523	General Psychology I & II	6
SPT	1113	Oral Communication	3
**		Mathematics	3
CRJ	2393	Criminalistics	3
CRJ	2333	Criminal Investigation	3
CRJ	2323	Criminal Law	3
CRJ	2413	Law of Evidence	3
**		Electives	8
			32

The Criminal Justice Program provides educational experience from which a student can derive the knowledge and skills necessary to effectively fill a position in municipal, state, or federal law enforcement agencies.

**Selected with approval of program adviser

DENTAL ASSISTING

Freshman
First Semester

SPT	1113	Oral Communications	3
TDA	1111	Orientation	1
TDA	1124	Dental Materials	4
TDA	1213	Dental Science I	3
TDA	1314	Chairside Assisting I	4
TDA	1513	Dental Radiology I	3
			18

Second Semester

ENG	1113	English Composition I	3
TDA	1133	Practice Management	3
TDA	1142	Dental Health Education	2
TDA	1223	Dental Science II	3
TDA	1323	Chairside Assisting II	3
TDA	1413	Supervised Clinical Experience I	3
TDA	1522	Dental Radiology II	2
			19

Summer Session

TRS	1133	Industrial Psychology (1st 4 week term)	3
TDA	1333	Chairside Assisting III (1st 4 week term)	3
TDA	1422	Supervised Clinical Experience II (2nd week term)	
			8

The Dental Assisting program is a twelve-month course of study designed to provide students with learning opportunities which enable them to assist the dentist in any routine operative, laboratory, or office procedure. After completion of the twelve-month course of study, a student may receive a Technical Certificate. If a student desires to receive an AAS Degree, the following requirements (totaling 64 semester hours) must be met.

English	6
Math and/or Science	6
Social Science	3
Specified Applied Science Field	24
Electives	23
PE, Military Science or March Band	2

PRE-DENISTRY

Freshman

ENG	1113, 1123	English Compositon I & II	6
*		PE, Military Science or March Band	2
CHE	1213, 1223	General Chemistry I & II	6
CHE	1211, 1221	General Chemistry Lab. I & II	2
BIO	2414, 2424	Zoology I & II	8
MAT	1313	College Algebra	3
MAT	1323	Trigonometry	3
*		Elective	3
			33

Sophomore

ENG	2323, 2333	English Literature I & II	6
CHE	2423, 2433	Organic Chemistry I & II	6
* CHE		Organic Chemistry Lab. I & II	2 or 4
PHY	2414, 2424	General Physics I & II	8
SPT	1113	Oral Communication	3
SOC	2113	Sociology	3
PHY	1513	General Psychology	3
			31 or 33

* Selected with approval of program adviser

DIESEL TECHNOLOGY**ADMISSION REQUIREMENTS**

To be admitted to the Diesel Technology Program, a student must meet the college entrance requirements for technical programs and be sponsored by an employer or agency to allow work experience requirements.

First Year**Fall**

TDM	1113	Diesel Introduction	3
TDM	1123	Maintenance and Electrical	3
CP	1010	CPI	0
			<u>6</u>

Spring

TDM	1133	Diesel Cylinder Block	3
TDM	1143	Diesel Engine Operation	3
TDM	1020	CP II	0
			<u>6</u>

Summer

TRS	1133	Industrial Psychology	3
CP	1030	CP III	0
			<u>3</u>

Second Year**Fall**

TDM	1153	Diesel Engine Rebuild	3
TDM	2115	Diesel Assembly, Inspection and Run-In	5
CP	1040	CP IV	0
			<u>8</u>

Note: CP denotes cooperative program

Spring

TDM	2213	Diesel Engine Cylinder Heads	3
TDM	2223	Gasoline & Ignition Systems	3
CP	1050	CP V	0
			<u>6</u>

Summer

TRS	1623	Technical Mathematics I	3
CP	1060	CP VI	0
			<u>3</u>

Third Year**Fall**

TDM	2233	Gasoline Maintenance	3
TDM	2243	Diesel Brakes, Steering, Drive Systems	3
CP	1070	CP VII	0
			<u>6</u>

Spring

TDM	2314	Diesel Injection, Air Systems	4
TDM	2324	Truck Lubricating, Overhaul, Air Conditioners	4
CP	1080	CP VIII	0
			<u>8</u>

Fourth Year**Summer**

ENG	1123	English Composition I	3
**		Social Science	3
			<u>6</u>

**Selected with approval of program adviser

Fall

ENG	1123	English Composition II	3
TRS	1633	Technical Mathematics II	3
			<u>6</u>

Spring

**		Electives	6
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DIETETIC ASSISTING

Semester 1

TBT	1413	Business Mathematics	3
TDT	1133	Health Science & Terminology for Dietetic Assistant	3
TDT	1512	Supervised Field Experience I	2
TDT	1113	Food Service Systems Management I	3
TDT	2133	Food Service Systems Managaement III	3
TDT	1213	Nutrition Care I	3
TDT	1522	Supervised Field Experience II	2
			<u>19</u>

Semester II

ENG	1113	English Composition I	3
TDT	2341	Seminar in Dietetic Literature	1
TDT	1123	Food Service Systems Management II	3
TDT	1413	Safety & Sanitation	3
TDT	1223	Nutrition Care II	3
TDT	2534	Supervised Field Experience IV	4
TDT	1312	Health Field Study	2
			<u>19</u>

Summer

TDT	1533	Supervised Field Experience III	3
TRS	1133	Industrial Psychology	3
**		Electives	3
			<u>9</u>

The Dietetic Assisting Program is a twelve-month course of study. After completion of the twelve-month course of study, a student may receive a Technical Certificate. If a student desires to receive an AAS Degree, the following requirements (totaling 64 semester hours) must be met.

English	6
Math and/or Science	6
Social Science	3
Specified Applied Science Field	24
Electives	23
PE, Military Science or March Band	2
<u>64</u>	

As graduates of this program are considered employable in supervisory positions, a final grade below "C" in any required course is not acceptable.

DRAFTING AND DESIGN TECHNOLOGY

FRESHMAN

First Semester

ENG	1113	English Composition I	3
TRS	1623	Technical Mathematics I or College Algebra	3
TDR	1116	Fundamentals of Drafting	6
TDR	1123	Building Construction Processes	3
			<u>15</u>

Second Semester

ENG	1123	English Composition II	3
TRS	1633	Technical Math II or Trigonometry	3

**Selected with approval of program adviser

The Programs of Study

TRS 1133	Industrial Psychology or Social Science	3
TDR 1213	Machine Drafting	3
TDR 1223	Building Construction Estimating	3
TDR 1233	Descriptive Geometry	3
		18

Sophomore

First Semester

TDR 2113	Topographic Drafting	3
TDR 2116	Architecture Drafting and Design	6
TDR 2123	Surveying Practice I	3
TDR 2126	Introduction to C.A.D.	6
		18

Second Semester

TDR 2223	Highway Drafting	3
TDR 2214	Structural Drafting	4
TDR 2224	Electrical and Piping Drafting	4
	Elective approved by adviser	6
		17

Suggested Electives

TRS 1413	Industrial Safety	3
TDR 2413	Surveying Practice II	3
TDR 2416	Drafting Seminar	6
TDR 2423	Land and Geol. Drafting	3
TDR 2433	Cartographic Drafting	3
TDR 2443	Supervised Field Exp. I	3
TDR 2453	Supervised Field Exp. II	3
Advanced Math Courses		
Physics		
Physical Science		

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a foundation in the basics of drafting practice and industrial standards. Following completion of all course requirements the student will be awarded a certificate of completion in Drafting and Design Technology in addition to the Associate of Applied Science Degree.

Graduates of the Drafting and Design program are employed as draftspersons the following areas: steel and nonferrous metal production, architecture; structural, mechanical, electrical, civil, and consulting engineering; civil service, state highway, and general drafting. A grade of "C" must be maintained in each of the Drafting and Design Technology courses. Students who have grades below the required "C" must repeat the courses. Subjects may be repeated in two courses only and one time only.

EDUCATION — ELEMENTARY

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
BIO 1133, 1143	General Biology		3	3
ENG 1113, 1123	English Composition		3	3
EDU 1311	Orientation		1	
HIS 1113, 1123	Western Civilization I & II		3	3
HPR 1111, 1121	Physical Education			
	or			
MSC 1111, 1121	Military Science		1	1
HPR 1213	Personal and Community Health			3
MAT 1723	Geometry, Measurement & Probability		3	
MAT 1753	Informal Geometry & Algebra			3
MUS 1113	Music Appreciation		3	
			17	16

Sophomore

ART 1113	Art Appreciation	3
ENG 2423, 2433	World Literature	3

HPR	1111, 1121	Physical Education		
		or		
MSC	1111, 1121	Military Science	1	1
PHY	2243, 2253	Physical Science	3	3
PSY	1513	General Psychology		3
SPT	1113	Principles of Speech	3	
		Electives		3
HIS	2213, 2223	American History	3	3
			16	16

EDUCATION — GENERAL

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
BIO	1133, 1143	General Biology	3	3
ENG	1113, 1123	English Composition	3	3
EDU	1311	Orientation	1	
HPR	1111, 1121	Physical Education or		
MSC	1111, 1121	Military Science	1	1
HPR	1213	Personal & Community Health		3
MAT	1313, 1323	College Algebra, Trigonometry	3	3
ART	1113	Art Appreciation or		
MUS	1113	Music Appreciation	3	
		Elective	3	3
			<hr/> 17	<hr/> 16

Sophomore

ENG	2423, 2433	World Literature	3	3
PSY	1513	General Psychology	3	
HIS	1113, 1123	Western Civilization I, II	3	3
HPR	1111, 1121	Physical Education		
		or		
MSC	1111, 1121	Military Science	1	1
PHY	2243, 2253	Physical Science	3	3
SPT	1113	Principles of Speech	3	3
PSC	1113	American National Government	3	
PSC	1123	American State and Local Government		3
			19	16

ELECTRONIC DATA PROCESSING — PROGRAMMING
(Two-Year Program)

To be admitted to the Electronic Data Processing — Programming (two-year program) a prospective student must meet the following requirements in addition to the general admission requirements of the district.

- 1. minimum composite ACT score of 12
- 2. minimum ACT score on math and reading comprehension section of 12
- 3. score of C or better on PAT or SRA programming aptitude test

Freshman

First Semester

TDP	1013	Introduction to Data Processing	3
ACC	1213	Principles of Accounting I	3
ENG	1113	English Composition	3
**		Mathematics and/or Science	3
**		Social Science (Psy or Soc)	3
			15

Second Semester

TDP	1815	RPG Programming I	5
ACC	1223	Principles of Accounting II	3

The Programs of Study

ENG	1123	English Composition II	3
TMD	2513	Management	3
**		Mathematics and/or Science	3
			17

Sophomore

First Semester

TDP	2815	COBOL Programming I	5
TDP	2123	Systems Analysis/Design I	3
**		Economics	3
**		Electives	5
			16

Second Semester

TDP	2825	RPG Programming II	
		or	
TDP	2835	COBOL Programming II	5
TDP	2163	Systems Analysis/Design II	8
			16

NOTE: A minimum grade of "C" is required in TDP 1013 and ACC 1213 before a student can enroll in a programming course.

ELECTRONIC DATA PROCESSING
COMPUTER OPERATIONS
(One-Year Program)

To be admitted to the Computer Operations option a prospective student must meet the following requirements in addition to the general admission requirements of the district.

1. minimum composite ACT score of 11

First Semester

TDP	1013	Intro to Data Processing	3
ENG	1113	English Composition I	3
**		Accounting	3
**		Social Science	3
**		Mathematics and/or Science	3
			15

Second Semester

TDP	1713	Computer Operations	3
TDP	1813	BASIC Programming	3
**		Electives	7
			13

NOTE: a minimum grade of "C" is required in TDP 1013 and in ACC 1213 before a student can enroll in a programming course.

ELECTRONIC DATA PROCESSING
DATA ENTRY
(One-Semester Program)

TDP	1013	Introduction to Data Processing	3
TDP	1614	Data Entry	4
**		Electives	9
			16

NOTE: A minimum grade of "C" is required in TDP 1013 and in ACC 1213 before a student can enroll in a programming course.

** Selected with approval of program adviser

ELECTRONICS ENGINEERING TECHNOLOGY
Raymond Campus

Freshman

First Semester

ENG	1113	English Composition I	3
**		Mathematics	3
TDR	1113	Introduction to Drafting	3
TEL	1356	Electricity for Electronics	6
**		Social Studies	3
			<hr/>
			18

Second Semester

ENG	1123	English Composition II	3
**		Mathematics	3
TEL	1376	Basic Electronic Devices & Circuits	6
**		Approved Elective	3
			<hr/>
			15

Sophomore

First Semester

**		Technical Electronics	15
**		Technical Physics	3
			<hr/>
			18

Second Semester

**		Technical Electronics	12
**		Technical Physics	3
			<hr/>
			15

NOTE: A minimum ACT score of 10 on the mathematics section is required for entrance to Electronics Engineering Technology.

ELECTRONIC SERVICE TECHNOLOGY:
Video Communications & Entertainment Option

Freshman

First Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra (or TRS 1623)	3
TDR	1113	Introduction to Drafting	3
TEL	1356	Electricity for Electronics	6
TDP	1003	Orientation to Data Processing	3
			<hr/>
			18

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry (or TRS 1633)	3
TMS	1213	Programming Systems	3
TMS	1223	Intro. to Microprocessors & Interfacing	3
TMS	1224	Solid State & Digital Electronics Devices	4
			<hr/>
			16

Certificate program completed at this point.

Sophomore

First Semester

		Behavioral/Social Science Elective (or TRS 1133)	3
PHY	2414	General Physics I (or TRS 2513)	4
TES	1116	Radio/TV Systems	6
TES	1126	Satellite & Antenna Systems	6
			<hr/>
			19

**Selected with approval of program adviser.

Second Semester		
	Elective	3
PHY 2424	General Physics II (or TRS 2523)	4
TES 1136	Video Entertainment Systems	6
TES 1146	Video Disc & Video Cassette Recorder Systems	6
		<hr/> 19

ELECTRONICS TECHNOLOGY
Utica Campus

This electronics technology curriculum is a two-year technology program which is divided into four major divisions: (1) fundamentals of electronics and circuits theory, (2) advanced courses in electronics and related laboratories, (3) math and science courses, and (4) non-technical courses. The fundamental courses cover restrictive circuits, single-term constant circuits, and networks.

The advanced courses cover the practical and technical aspects of industrial applications, and consumer electronics market.

Freshman			Sem. Hrs.	Sem. Hrs.
TEL 1123	Basic Electronics (DC Circuits)		3	
TEL 1134	Basic Electronics (AC Circuits)			4
TRS 1413, 1423	Technical Math		3	3
ENG 1113	English Composition		3	
CHE 1214	Chemistry		4	
SPT 1113	Speech			3
TEL 1213, 1223	Solid State Devices, I & II		3	3
	Elective			3
			<hr/> 16	<hr/> 16

Sophomore				
Engineering Technology (Individualized Selection)				
TRS 2423, 2443	Technical Mathematics		3	3
TRS 1513	Industrial Psychology			3
TRS 1714, 1734	Physics I, III		4	4
TEL 2314	Digital Principles		4	
TEL 2324	Microprocessors			4
TEL 2344	Interfacing and Control			4
TEL 2414	Electronic Communication		4	
CSC 1113	Programming		3	
TEL 2611	Electronics Project			1
			<hr/> 18	<hr/> 19

Sophomore				
Industrial Technology				
TEL 2314	Digital Principals		4	
TEL 2324	Microprocessor			4
TEL 2344	Interfacing and Control System			4
TEL 2524	Instrumentation & Control Sys.			4
TEL 2513, 2524	Robotics I, II		3	4
CSC 1113	Introduction to Programming		3	
TRS 1714, 1733	Physics I, III		4	3
	Electives		3	
			<hr/> 17	<hr/> 19

Sophomore				
Consumer Electronics				
TEL 2414	Electronic Communications		4	
TEL 2314	Digital Principles		4	
TEL 2324	Microprocessors		4	
TEL 2355	Microprocessor Based Systems			5
TEL 2353	Broadcast Systems			3
TEL 2435	Principles of Television			5

Sem. Hrs. Sem. Hrs.

TWL	2614	Failure Analysis		4
CSC	1113	Introduction to Programming	3	
			15	17

ENGINEERING

Freshman

ENG	1113 or 1123	English Composition I and II	3
**		PE, Military Sci or March Band	2
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
MAT	1613, 1623	Calculus I & II	6
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
PSC	1113	American National Government	3
GRA	1143	Graphic Communications	3
GRA	1153	Visualization & Graphic Design	3
PHY	2313	Physics with Calculus — 1	3
PHI	2713	Logic	3
		See Note	

Sophomore

HIS	2213 or 2223	Am. History I or II	3
PHY	2323, 2333	Physics with Calculus — II & III	6
MAT	2613, 2623	Calculus III & IV	6
MAT	2913	Differential Equations	3
***EGR	2413	Engineering Mechanics	3

NOTE: A literature course may be substituted for either government or history.

PSY	1513	Psychology I	3
SOC	2113	Introduction to Sociology	3
CSC	2323	Fortran Programming and Applications	3
ECO	2113, 2123	Principles of Economics I & II	6
			36

NOTE: Schools of Engineering begin the freshman engineering student with calculus, presuming that high school algebra and trigonometry have given the necessary background for those courses. MAT 1313 and 1323 are designed for the student who does not show sufficient proficiency in algebra and trigonometry to do the more advanced course (MAT 1613 - Calculus I). Credit earned in MAT 1313 and 1323 (Algebra and Trigonometry) cannot be applied toward a degree in Schools of Engineering; students who show sufficient proficiency in these courses will be excused from taking them. Students may take a test to determine whether they may bypass algebra and/or trigonometry; students should contact Counseling Services for test information.

*Deficiency Courses. For those without sufficient background for Calculus I. MAT 1346 may be substituted for MAT 1313 and MAT 1323. See note.

**Selected with approval of program adviser

***The student may elect EGR 2413 or other course required in the specified area of engineering at the senior college to which the student will transfer.

ENGLISH

Freshman

Semester Hours
1st Sem. 2nd. Sem.

BIO	1133, 1143	General Biology I, II	3	3
		or		
BIO	1314, 1324	Botany I, II	4	4
		or		
BIO	2414, 2424	Zoology I, II	4	4
*EDU	1311	Orientation	1	
ENG	1113, 1123	English Composition I, II	3	3
HIS	1113, 1123	Western Civilization I & II	3	3
		or		
HIS	2213, 2223	American History I, II	3	3

The Programs of Study

			Semester Hours	
			1st Sem.	2nd. Sem.
HPR	1111, 1121	Physical Education or		
MSC	1111, 1121	Military Science	1	1
HPR	1213	Personal & Community Health	3	
MAT	1233, 1313	Intermediate Algebra, College Algebra	3	3
MUS	1113	Music Appreciation or		
ART	1113	Art Appreciation		3
			<u>17-18</u>	<u>17-18</u>

*Optional at Raymond Campus

Sophomore

			Semester Hours	
			1st Sem.	2nd Sem.
ENG	2323, 2333	English Literature I, II or	3	3
ENG	2423, 2433	World Literature I, II	3	3
MFL	1113, 1123	Elementary French I, II	3	3
PHY	2213, 2223	Physical Science Survey I, II or	3	3
PHY	2243, 2253			
PSY	1513	General Psychology I		3
SPT	1113	Oral Communications (Principles of Speech)	3	
		Electives	<u>3</u>	<u>3</u>
			<u>18</u>	<u>18</u>

FIRE PROTECTION AND SAFETY TECHNOLOGY***

Freshman

ENG	1113, 1123	English Composition I & II	6
**		Mathematics	3
**		Social Science	3
TFS	1813	Introduction to Fire Technology	3
TFS	1833	Fire Fighting Tactics & Strategy I	3
TFS	1853	Fire Protection Organization & Administration	3
*	TFS	Electives	<u>12</u>
			<u>33</u>

Sophomore

**		Physics	3
**		Chemistry	3
TFS	2813	Basic Electricity for Firemen	3
TFS	2823	Hydraulics	3
TFS	2843	Inspection Principles & Practices	3
TFS	2853	Water Distribution	3
TFS	2873	Industrial Hazards & Fire Prevention	3
*		Restricted Electives	<u>10</u>
			<u>31</u>

The Fire Protection and Safety Technology Program is designed to prepare students to enter jobs in fire protection or related fields, such as fire insurance, safety engineering and fire equipment sales. Instruction covers both theory and practical application in the field of fire protection and includes lectures, laboratory work, field trips and seminars conducted by in-service personnel.

*Electives must be Fire Safety courses or have the written approval of the department chairperson or counselor.

**Selected with approval or program adviser/counselor

***Adult Continuing Education Program only. TFS courses are offered at various Fire Departments throughout the Hinds Junior College District on a demand basis.

FOOD SERVICE ADMINISTRATION

This program includes a combination of classroom instruction in food service, technical related and food service areas, and food preparation skill. Experience is gained through actual work in commercial, private, or institutional food service establishments. Graduates of this program are prepared for employment in restaurants, hotels, motels, schools, institutions, hospitals, nursing homes, industrial cafeterias, delicatessens, and other food service facilities.

The following options are available in this program; Food Service Administration, Dietetic Technician and Vocational Food Service Specialist.

FORESTRY

Freshman

AGR	1522	Introduction to Forestry	2
BIO	1314	Botany I	4
BIO	2414	Zoology I	4
CHE	1313	Principles of Chemistry	3
CHE	1311	Principles of Chemistry Lab	1
ENG	1113, 1123	English Composition I & II	6
MAT	1613	Calculus I	3
		Humanities or Soc. Sci. Electives	3
MAT	1623	Calculus II	3
		or	
CHE	1323, 1321	Principles of Chem II	4
			32 or 33

Sophomore

AGR	2314	Basic Soils	4
AGR	2713	Principles of Agriculture Economics	3
BIO	2313	Dendrology	3
PHY	2414	General Physics I	4
SPT	1113	Oral Communications	3
TDR	2973	Surveying	3
		Humanities of Soc. Sci. Elective	6
		Bus/Econ or Science elective	6
		Free elective	3

GEOLOGY

Freshman

ENG	1113, 1123	English Composition I & II	6
MAT	1313	College Algebra	3
MAT	1323	Trigonometry	3
CHE	1213, 1223	General Chemistry I & II	6
CHE	1211, 1221	General Chemistry Lab	6
BIO	2414	Zoology	4
GLY	1113, 1123	Geology	6
GLY	1111, 1121	Geology Lab	2
		PE, Band, ROTC	2
			34

Sophomore

MAT	1613, 1623	Calculus I & II	6
PHY	2414, 2424	Physics I & II	8
ENG	2323	Literature	3
PSY	1513	General Psychology	3
PSC	1113	American Government	3
HIS	1113	Western Civilization	3
SPT	1113	Oral Communication	3
		Elective	3
			32

HISTORY

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
BIO	1133, 1143	General Biology	3	3
ENG	1113, 1123	English Composition	3	3
EDU	1311	Orientation	1	
HIS	1113, 1123	Western Civilization I, II	3	3
HPR	1111, 1121	Physical Education		
or				
MSC	1111, 1121	Military Science	1	1
MAT	1313, 1323	College Algebra, Trigonometry	3	3
MUS	1113	Art Appreciation		
or				
ART	1113	Music Appreciation	3	
SPT	1113	Principles of Speech		3
			<hr/>	<hr/>
			17	16

Sophomore

ECO	2113, 2123	Principles of Economics	3	3
ENG	2423, 2433	World Literature	3	3
HIS	2213, 2223	American History	3	3
HPT	1111, 1121	Physical Education		
or				
MSC	1111, 1121	Military Science	1	1
MFL	1113, 1123	Elementary French	3	3
PHY	2243, 2253	Physical Science	3	3
			<hr/>	<hr/>
			16	16

*Electives

HPR	1213	Personal and Community Health
PSY	1513	General Psychology

*Students are not required to take these courses; however, they may elect to do so in the year and semester of their choice.

HOME ECONOMICS
INSTITUTIONAL MANAGEMENT - Dietetics

Freshman

ENG	1113, 1123	English Composition I & II	6
MAT	1233, 1313	Mathematics	6
SOC	1113	Introduction to Sociology	3
BIO	1133	General Biology	4
SPT	1112	Oral Communication	3
HEC	1213	Food Selection & Preparation	3
HEC	1253	Nutrition	3
**		PE, Military Science or March Band	2
PSY	1513	General Psychology I	3
**		Electives	3
			<hr/>
			35

Sophomore

ENG	2323, 2333	English Literature I & II	6
HIS	1113, 1123	Western Civilization I & II	6
CHE	1211, 1221	General Chemistry Lab I & II	
	1213, 1223	General Chemistry I & II	8
or			
CHE	1311, 1321	Principles of Chemistry Lab I & II	
	1313, 1223	Principles of Chemistry I & II	8
HEC	2513	Diet in Disease	3
HEC	2223	Quantity Food Preparation	3
BIO	2524	Anatomy & Physiology	4
**		Elective	3
			<hr/>
			32

**Selected with approval of program adviser.

HOME ECONOMICS

Designed for students who are planning to complete the Bachelor's Degree with a major in home economics. The curriculum courses scheduled for the student will be determined by Hinds Junior College District graduation requirements and the home economics major area curriculum at the student's chosen senior college.

All home economics courses are open and recommended to non-home economics majors.

Freshman			
ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
SPT	1113	Oral Communication	3
HPR	1213	Personal & Community Health	3
HEC	1313	Elementary Clothing	3
HEC	1213	Food Selection & Preparation	3
CHE	1213, 1223	General Chemistry I & II	6
CHE	1211, 1221	General Chemistry Lab. I & II	2
or			
CHE	1313, 1223	Principles of Chemistry I & II	6
CHE	1311, 1321	Principles of Chemistry Lab I & II	2
MAR	1233, 1313	Mathematics	6
			34

Sophomore			
BIO	1133	Biology	3
ENG	2323, 2333	English Literature I & II	6
PSY	1513	General Psychology I	3
HIS	1113, 1123	Western Civilization I & II*	6
**		Government and/or Economics*	6
HEC	2313	Clothing Construction	3
HEC	2213	Meal Management	3
**		Elective	3
			33

HOTEL, MOTEL, RESTAURANT MANAGEMENT TECHNOLOGY

Freshman			
First Semester			
THM	1612	Orientation to the Hospitality Industry	2
THM	1713	Hotel-Motel Front Office Procedures	3
ENG	1113	English Composition I	3
THM	1843	Hospitality Business Mathematics	3
THM	1814	Basic Food Preparation	4
			15
Second Semester			
THM	1824	Quantity Food Preparation	4
THM	2844	Safety, Sanitation, and Housekeeping	4
TRS	1133	Industrial Psychology	3
ENG	1123	English Composition II	3
THM	2143	Principles of Mgmt. for Hospitality Industry	3
			17
Sophomore			
First Semester			
BAD	2413	Business Law I	3
THM	2113	Profitable Food & Beverage Mgmt. I	3
ECO	1133	Consumer Economics	3
THM	1833	Hotel-Motel-Restaurant Accounting	3
SPT	1113	Oral Communication	3
THM	2414	Sales, Marketing and Promotion	4
			19

*Requirements in math, history, science and art or determined by specifec home economics major area. Students should consult the catalog of the senior college or university of their choice before making a decision.

**Selected with approval of program adviser

Second Semester		
THM	2113	Profitable Food & Beverage Mgmt. II 3
THM	2155	Hotel-Motel-Restaurant Training 15
		<hr/> 18

HUMAN SERVICES TECHNOLOGY

First Semester		
ENG	1113	Technical Writing I 3
HEC	1253	Nutrition 3
PSY	1513	General Psychology I 3
THS	1113	Introduction to Human Services w/practicum) 3
SOC	2113	Introduction to Sociology (or elective) 3
THS	1123	Technical Anatomy and Physiology 3
		<hr/> 18

Second Semester		
ENG	1123	Technical Writing II 3
THS	1213	Abnormal Pshchology (w/practicum) 3
EPY	2513	Human Growth and Development I or II 3
	or	
EPY	2523	Social Problems 3
SOC	2133	
**		Mathematics 3
HPR	1213	Personal and Community Health or THS 1223 Intervention with the Severely Retarded (w/practicum) 3
THS	1231	Health Skills 1
		<hr/> 19

Third Semester (First Half)		
TRS	2113	The Helping Relationship 3
THS	2123	Therapeutic Recreation 3
THS	2133	Applied Behavior Analysis 3
THS	2141	Physical and Emotional Needs of Special Populations 1
THS	2156	Practicum I (Second Half of Third Semester) 6
		<hr/> 16

Fourth Semester (First Half)		
THS	2213	Facilitation of Independent Living 3
THS	2223	Case Management 3
THS	2233	Basic Intervention Skills 3
THS	2241	Current Trends in Human Services 1
THS	2256	Practicum II (Second Half of Fourth Semester) 6
		<hr/> 16

Suggested Electives:		
THS	1153	Introduction to Communicative Disorders
SPT	1113	Oral Communication (Principles of Speech)
TMT	2713	Principles of Supervision
PHI	2113	Introduction to Philosophy I
PSC	1113	American National Government
PSC	1123	American State and Local Government

INDUSTRIAL ARTS

Freshman			Semester Hours	
			1st Sem.	2nd Sem.
BIO	1133, 1143	General Biology	3	3
ENG	1113, 1123	English Composition	3	3
EDU	1311	Orientation	1	
GRA	1113, 1123	Mechanical Drawing	3	3
HIS	1113, 1123	Western Civilization I, II	3	3

**Selected with approval of program adviser

HPR	1111, 1121	Physical Education		
		OR		
MSC	1111, 1121	Military Science	1	1
IED	1123	General Shop		3
IED	1813	Basic Electricity and Electronics	3	
			<u>17</u>	<u>17</u>

Sophomore

ART	1113	Art Appreciation		
		or		
MUS	1113	Music Appreciation	3	
ENG	2423, 2433	World Literature	3	3
PSY	1513	General Psychology		3
GRA	1173	Architectural Drawing	3	
IED	1213	Woodworking		3
MAT	1313, 1323	College Algebra, Trigonometry	3	3
PHY	2243, 2253	Physical Science	3	3
SOC		Electives	3	3
			<u>18</u>	<u>18</u>

INDUSTRIAL EDUCATION

Freshman

ENG	1113, 1123	English Composition I & II	6	
PHY	2213, 2223	Physical Science Survey I & II	6	
MAT	1313	College Algebra	3	
HIS		Western Civilization I & II or Am His I & II	6	
PSC	1113	American National Government	3	
HPR	1213	Personal & Community Health	3	
**		PE, Military Sci or March Band	2	
**		Elective	3	
				<u>32</u>

Sophomore

ENG	2323, 2333	English Literature I & II	6	
BIO	1133, 1143	Gen. Bio I & II	6	
SPT	1113	Oral Communication	3	
PSY	1513	General Psychology I	3	
ART	1113	Understanding the Visual Arts		
		or		
MUS	1113	Music Appreciation	3	
ECO	2113	Economics I	3	
MAT	1323	Trigonometry	3	
**		Electives	5	
				<u>32</u>

Recommended electives include Psychology, Mathematics, Business Law, Sociology, Drafting, and Technical Courses.

Industrial Education prepares students to be teachers or coordinators in the field of Industrial Arts, Trade and Industrial Education, or Diversified Occupations. The first two years of training in any of the above mentioned professions are the same. Those who do not elect to teach will find themselves well prepared for industrial employment which should lead to supervisory and administrative positions in the training and production areas of industry.

INDUSTRIAL TECHNOLOGY

Freshman

ENG	1113, 1123	English Composition I & II	6	
GRA	1143	Graphic Communications	3	
GRA	1153	Visualization & Graphic Design	3	
MAT	1313	College Algebra	3	
PHI	2713	Logic	3	
MAT	1323	Trigonometry	3	

**Selected with approval of program adviser

The Programs of Study

CHE	1211	General Chemistry Lab I or II	1
CHE	1213	General Chemistry I or II	3
**		PE, Military Sci or March Band	2
**		Elective	6
			<hr/> 33

Sophomore

PSY	1513	General Psychology I	3
ECO	2113	Principles of Economics I	3
SPT	1113	Oral Communications	3
MAT	1613	Calculus I	3
PSC	1113	American National Government	3
PHY	2414, 2424	General Physics I & II	8
MAT	1623	Calculus II	3
CSC	2323	Fortran Programming	3
**		Electives	3
			<hr/> 32

*MAT 1346 may be substituted for MAT 1313 and MAT 1323.

Recommended electives include psychology, mathematics, business law, sociology, drafting, and technical courses.

This curriculum is proposed for students who are interested in being prepared to accept industrial employment which will lead to supervisory, administrative and other types of leadership positions in the production areas of manufacturing. Successful completion of this curriculum should result in the students' having an excellent background in mathematics, science, and human relations. They should also have a degree of skill in the use of machines and tools and a knowledge of industrial processes and materials. Such individuals should rapidly become capable of coping with the technical aspects of supervision and administration, and of dealing successfully with personnel.

INTERPRETER TRAINING FOR THE DEAF

Freshman

First Semester

ENG	1113	English Composition I	3
PSY	1513	General Psychology I	3
MAT		Mathematics Elective	3
TID	1164	American Sign Language I	4
TID	1193	Orientation to Deafness	3
			<hr/> 16

Second Semester

ENG	1123	English Composition II	3
SPT	1113	Oral Communications	3
**		Mathematics or Science Elective	3
TID	1174	American Sign Language II	4
TID	1183	Expressive & Receptive Fingerspelling	3
			<hr/> 16

Technical Certificate completed at this point

Sophomore

First Semester

SOC	2113	Introduction to Sociology	3
TID	1123	Psycho-social Aspects of Deafness	3
TID	2123	American Sign Language III	3
TID	2133	Interpreting/Transliterating	3
TID	2143	Interpreting Procedures & Ethics	3
			<hr/> 15

Second Semester

		Elective	3
TID	2153	Interpreting in Special Situations	3
TID	2163	Sign to Voice Interpreting	3

**Selected with approval of program adviser

TID	2426	Interpreting Practicum	6
TID	2213	Community Resources for Interpreters	3
			18

Approved Electives

TID	2313	Linguistics of American Sign Language	3
TID	2323	Artistic Interpreting	3
TID	2333	Legal Interpreting	3
TID	2343	Multi-cultural Aspects of Hearing Impairment	3
TID	2353	Etymology for Interpreters	3

JOURNALISM

Freshman

ENG	1113, 1123	English Composition I & II	6
JOU	1213	Practical Journalism	3
JOU	1313	Principles of Journalism I	3
**		PE, Military Sci or March Band	2
HIS	1113, 1123	Western Civilization I & II	6
**		Mathematics or Science	6
**		Electives	6
			32

Sophomore

ENG	2323, 2333	English Literature I & II	6
JOU	1323	Principles of Journalism II	3
HIS	2113	American History I & II	6
ECO	2113	Principles of Economics I	3
PSC	1113	American National Government	3
**		Electives	11
			32

Recommended electives include courses in language, psychology, philosophy, typing, sociology.

TECHNICAL MARKETING & DISTRIBUTION
(Two-Year Career Program)

Freshman

First Semester

ENG	1113	English Composition I	3
TMD	1211	Professional Development I	1
TMD	1243	Simulated Business Training I	3
TMD	1313	Business Mathematics	
		or	
**		Mathematics (other)	3
TMD	2113	Marketing	3
TMD	2243	Retailing I	3
			16

Second Semester

ENG	1123	English Composition II	3
PSY	1513	General Psychology I	3
SPT	1113	Oral Communication	3
TMD	1221	Professional Development II	1
TMD	1233	Salesmanship	3
TMD	2253	Retailing II	3
			16

Sophomore

Retail Management Specialty

First Semester

TMD	2211	Professional Development III	1
TMD	2173	Sales Management	3

**Selected with approval of program adviser

The Programs of Study

TMD	2513	Principles of Management	3
**		Electives	9
			16

Second Semester

TMD	2221	Professional Development IV	1
TMD	2143	Advertising	3
TMD	2163	Personnel Management	3
TMD	2263	Simulated Business Training II	3
TMD	2523	Marketing & Management Cases	3
**		Electives	3
			16

Fashion Merchandising Specialty

First Semester

TMD	2211	Professional Development III	1
TMD	2233	Fashion Merchandising	3
TMD	2273	Fashion Buying	3
**		Electives	9
			16

Second Semester

TMD	2221	Professional Development IV	1
TMD	2123	Fashion Textiles	3
TMD	2143	Advertising	3
TMD	2263	Simulated Business Training II	3
TMD	2283	Fashion Design	3
**		Elective	3
			16

Real Estate Specialty

(Evening School Only — According to Demand)

TMD	2143	Advertising	3
TMD	2173	Sales Management	3
TMD	2163	Personnel Management	3
TMD	2513	Principles of Management	3
TMD	2713	Principles of Real Estate	3
TMD	2723	Real Estate Law	3
TMD	2733	Real Estate Sales	3
TMD	2743	Real Estate Appraisal	3
TMD	2753	Real Estate Finance	3
**		Electives	5
			32

Students completing this program may choose from a broad selection of career opportunities in marketing and distribution. The program is designed to permit the student to take basic courses the freshman year and specialize in retail management and fashion merchandising during the sophomore year. The real estate specialty may be pursued during the sophomore year in the evening school. TMD elective courses are also provided to further enrich the student's TMD program.

MATHEMATICS

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
BIO	1133, 1143	General Biology	3	3
ENG	1113, 1123	English Composition	3	3
HIS	1113, 1123	World History	3	3
HPR	1111, 1121	Physical Education		
or				
MSC	1111, 1121	Military Science	1	1
EDU	1311	Orientation	1	

**Selected with approval of program adviser

			The Programs of Study	
MAT	1313, 1323	Algebra, Trigonometry	3	3
MUS	1113	Music Appreciation		
		or		
ART	1113	Art Appreciation	3	
		Electives		3
			<hr/>	<hr/>
			17	16
CSC	1113, 2323	Introduction to Computer Programming, Fortran Programming & Applications	3	3
ENG	2423, 2433	World Literature	3	3
PHY	2414, 2424	General Physics	4	4
MAT	1815, 1825	Calculus	5	5
		Electives	3	
			<hr/>	<hr/>
			18	15

Suggested electives if student so desires

CHE	1214, 1224	General Chemistry
HPR	1213	Personal and Community Health
SPT	1113	Principles of Speech

MECHANICAL TECHNOLOGY*

The Mechanical Technology curriculum is designed to develop technicians with the following: an ability to use physics and math as tools to the development of ideas that make use of scientific and technological principles, communications skills that include the ability to interpret, analyze, and transmit ideas graphically, orally and in writing, an understanding of the properties of materials commonly used in industry, an understanding of the principles of operation, function, and application of the tools of industry with a degree of skill in the operation of each, an ability to interpret drawing requirements for manufacturing including the ability to write specifications for all operations from raw materials to the finished product, a knowledge of business and industrial relations principles and their applications. Classroom theory is correlated with laboratory work in which the student becomes familiar with machines and practices of industry. During the sophomore year the student may select one of the Mechanical Technology fields of engineering, maintenance, production or quality control for specialization.

Freshman

First Semester

ENG	1113	English Composition I	3
TRS	1623	Technical Mathematics I (or MAT 1313)	3
TDR	1113	Fundamentals of Drafting	3
TMT	1614	Manufacturing Processes I	4
TMT	1403	Fundamentals of Machine Shop	3
			<hr/>
			16

Second Semester

ENG	1123	English Composition II	3
TRS	1633	Technical Mathematics II (or MAT 1323)	3
TDR	1213	Machine Drafting	3
TMT	1634	Manufacturing Processes II	4
TMT	1622	Materials of Industry	2
			<hr/>
			15

Sophomore

First Semester

		Behaviorial/Social Science Elective (or TRS 1133)	3
TRS	1443	Basic Electricity	3
TRS	2513	Technical Applied Physics (or PHY 2414)	3
TMT		Mechanical Technology Electives	9
			<hr/>
			18

Second Semester

		Elective	3
TRS	2523	Technical Applied Physics II (or PHY 2424)	3
TMT		Mechanical Technology Electives	9
			<hr/>
			15

Summer Session

NOTE:
With the exception of two additional courses, EDP 1003 and MST 1213, the first year of this program is identical to the first year of the Computer Aided Manufacturing (CAM) Technology program. With adviser approval, selected CAM courses may be substituted for TMT electives during the second year.

* Adult continuing education program only. TMT courses are offered in various manufacturing plants throughout the Hinds Junior College District as needed by local industries.

** Selected with approval of program adviser/counselor

MEDIA TECHNOLOGY

Students who successfully complete the program will be able to operate an educational media program and operate equipment used in a television studio.

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
ENG	1113, 1123	English Composition	3	3
MAT	1233, 1313	Intermediate Algebra, College Algebra	3	3
TME	1113	Introduction to Radio & TV Production	3	
TME	1244	Introduction to Mass Communication		4
TME	1213	Operation and Maintenance of AV Eqpmt.	3	
TME	1323	Electronics for Media	3	
TME	1314	Fundamentals of Television Production		4
		Electives	3	3
			18	17

Suggested Electives

PSY 1513, EPY 2533, EPY 2543, SOC 2143

Sophomore

TME	2234	Instructional Graphics		4
TME	2243	Cataloging Non-Print Material		3
TME	2324	Intermediate Television Production	4	
TME	2334	Advanced Television Production		4
TME	2414	Fundamentals of Audio Production	4	
TME	2424	Editing		4
SPT	1113	Principles of Speech	3	
		Electives	3	3
			14	18

Suggested Electives

TME 2514, TDD 1113, TEL 1123

MEDICAL LABORATORY TECHNOLOGY

Summer

ENG	1113, 1123	English Composition I & II	6
MAT	1233	Intermediate Algebra	3

Freshman

First Semester

BIO	1852	Introduction to Clinical Lab	2
CHE	1211, 1213	General Chemistry I	4
or			
CHE	1311, 1313	Principles of Chemistry I	4
BIO	2924	General Microbiology	4
BIO	2973	Parasitology	3
PSY	1513	General Psychology I	3
			16

Second Semester

BIO	2653	Immunology and Serology	3
MLS	1111	Introduction to Phlebotomy	1

CHE	1221, 1223	General Chemistry II	4
		or	
CHE	1411, 1413	Introductory Organic and Biochemistry	4
BIO	2991	Hemostasis	1
BIO	2992	Hematology Lab	2
BIO	2993	Hematology	3
BIO	1552	Nephrology Lab	2
			<hr/> 16

Summer

MLS	2116	Clinical Experience	6
		Behavioral/Social Science Elective	3
			<hr/> 9

Sophomore

BIO	2614	Immunohematology	4
BIO	2965	Pathogenic Microbiology	5
CHE	2612	Clinical Chemistry Lab	2
CHE	2213	Clinical Instrumentation	3
CHE	2613	Clinical Chemistry	3
			<hr/> 17

Spring

MLS	2126	Clinical Experience	6
MLS	2136	Clinical Experience	6
			<hr/> 12

The Medical Laboratory Technician Program is designed to prepare students to work in the clinical laboratories of hospitals, doctor's offices, clinics, and other health related facilities. Graduates who are interested can enter the sales field for laboratory supplies and instruments and/or repairing and servicing of laboratory instruments.

A grade of C must be maintained in each of the subjects of mathematics and science. Students who have grades below the required C must repeat. Subjects may be repeated in two areas only and one time only. This will also apply to rotation in the assigned hospitals.

The credit for clinical experience is based upon both satisfactory completion of study sessions and of each department of the clinical training. Final study sessions will follow the completion of clinical experience.

Graduation from the Medical Laboratory Technology program qualifies students to take a national examination under the auspices of the American Society of Clinical Pathologist for certification as a Medical Laboratory Technician and/or the national certification agency for Certified Laboratory Technician.

MEDICAL RECORD TECHNOLOGY

Freshman

First Semester

ENG	1113	English Composition I	3
BIO	1514	Anatomy & Physiology I	4
MRS	1113	Medical Record Science I	3
MRS	1123	Medical Terminology	3
TBT	1123	Intermediate Typing	3
			<hr/> 16

Second Semester

ENG	1123	English Composition II	3
BIO	1524	Anatomy & Physiology II	4
MRS	1133	Medical Record Science II	3
MRS	1143	Advanced Medical Terminology	3
PSY	1513	General Psychology I	3
TBT	1513	Machine Transcription	1
			<hr/> 17

Sophomore

First Semester

MRS	2113	Medical Record Science III	3
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The Programs of Study

MRS 2147	Directed Practice I	7
SOC 2113	Introduction to Sociology	3
CHE 2623	Introduction to Clinical Pharmacology	3
		<hr/> 16

Second Semester

MRS 2133	Medical Record Science IV	3
MRS 2157	Directed Practice II	7
MRS 1153	Basic Pathology	3
**	Elective	3
		<hr/> 16

The Medical Record Technician Program is an Associate Degree, Technical Program designed to prepare students to work in the Medical Records Department of hospitals and other health related facilities and to meet the standards for an Accredited Record Technician according to the American Medical Record Association. Directed practice experience is scheduled at selected institutions and settings to provide the student with varied experience. The program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the American Medical Record Association.

Following satisfactory completion of all course requirements, a student will be eligible to write the accreditation examination of the American Medical Record Association for qualification as an Accredited Record Technician.

In addition to the regular college admission policies, a student must meet the following admission criteria for the Medical Record Technology Program: 1 unit of high school biology; ½ unit typewriting; and a minimum composite score of 15 on the ACT.

All students in Medical Records must maintain at least a C in all required courses to remain in the program.

Students desiring to apply for this program must have all necessary material in the Office of Admissions and Records by July 15.

PRE-LAW

The programs of study for Criminal Justice differ considerably between the Raymond and the Utica catalogs. Therefore, without altering the present programs, the one in use at Utica will be named PRE-CRIMINAL JUSTICE while the program in the Raymond catalog will retain the CRIMINAL JUSTICE title.

The combined PRE-LAW program will be as follows:

Freshman

			Utica Campus
ENG 1113, 1123	English Composition I & II	6	6
**	PE, Military Sci or March Band	2	2
HIS 1113, 1123	Western Civilization I & II	6	6
PSC 1113	American National Government	3	3
PSC 1123	American State & Local Government	3	3
SPT 1113	Oral Communication	3	
SOC 2113	Introduction to Sociology		
	or		
PSY 1513	General Psychology I	3	
**	Mathematics or Science	6	
BIO 1133, 1143	General Biology		6
EDU 1311	Orientation		1
MAT 1313, 1323	College Algebra, Trigonometry		6
		<hr/> 32	<hr/> 33

**Selected with approval of program adviser

Sophomore

ENG 2323, 2333	English Literature I & II	6	
ENG 2423, 2433	World Literature		6
HIS 2213, 2223	American History I & II	6	6
ECO 2113, 2123	Principles of Economics I & II	6	6
ACC 1213, 1223	Principles of Accounting I & II	6	6
PHY 2243, 2253	Physical Science I & II		6
SPT 1113	Oral Communication		3
**	Electives	8	**
		<hr/> 32	<hr/> 33

**Foreign Language is recommended. SOC 2113 / or / PSY 1513 is a suggested elective at the Utica Campus.

PRE-MEDICAL TECHNOLOGY
(Transfer Program)

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
BIO	2414, 2424	Zoology I & II	8
**		Social Studies	
		or	
		Foreign Language	6
* MAT	1313	College Algebra	3
* MAT	1323	Trigonometry	3
			36

Sophomore

ENG	2323, 2333	English Literature I & II	6
** CHE	2421, 2431	Organic Chemistry Lab I & II	2
		or	
** CHE	2422, 2432	Organic Chemistry Lab I & II	4
CHE	2423, 2433	Organic Chemistry	6
**		Psychology	
		or	
		Foreign Language	6
BIO	2924	General Microbiology	4
**		Electives	6
			30 or 32

*Selected with approval of program adviser.
**Choice of courses depends on the school to which a student transfers.

PRE-MEDICINE

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
MAT	1313	College Algebra	3
MAT	1323	Trigonometry	3
BIO	2414,2424	Zoology I & II	8
**		Elective	3
			33

Sophomore

CHE	2422, 2432	Organic Chemistry Lab I & II	4
CHE	2423, 2433	Organic Chemistry I & II	6
ENG	2323, 2333	English Literature I & II	6
		or	
ENG	2423, 2433	World Literature I & II	6
PHY	2414, 2424	General Physics I & II	8
MAT	1613	Calculus I	3
PSY	1513	Gen. Psy	3
PST	1113	Oral Communication	3
			33

MICROCOMPUTER INFORMATION PROCESSING TECHNOLOGY

(Prerequisite for admittance to program: TBT 1113 or equivalent)

Freshman
First Semester

ENG	1113	English Composition I	3
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**Selected with approval of program adviser

The Programs of Study

**		Math	3
**		Accounting I	3
TBT	1123	Typewriting II	3
TMI	1133	Data Entry & Retrieval Operations	3
TMI	1813	Introduction to Microcomputers and BASIC Programming	3
			18

Second Semester

ENG	1123	English Composition II	3
**		Accounting II	3
TBT	1313	Records Management I	3
TMI	1823	Advanced BASIC Programming	3
TBT	2613	Business Communication I	3
TMI	2813	Information Processing I	3
			18

Office Microcomputer Specialist Certificate is available at completion of first two semesters.

Sophomore
First Semester

**		Math	3
TBT	2733	Office Management	3
TMI	2833	Data Base Managaement	3
TMI	2843	Microcomputer Business Applications I	3
**		Electives	3
			15

Second Semester

**		Behavioral/Social Science Elective	3
TMI	2823	Information Processing II	3
TMI	2853	Microcomputer Business Applications II	3
**		Electives	6
			15

MICROCOMPUTER SERVICE TECHNOLOGY

Freshman
First Semester

ENG	1113	English Composition I (Technical Writing)	3
MAT	1313	College Algebra	3
		or	
TRS	1623	Tech Math I	3
TDR	1113	Introduction to Drafting	3
TEL	1356	Electricity for Electronics	6
TDP	1003	Orientation to Data Processing	3
			18

Second Semester

ENG	1123	English Composition II (Technical Writing)	3
MAT	1323	Trigonometry	3
		or	
TRS	1633	Tech Math II	3
TMS	1224	Solid State/Digital Electronics Devices	4
TMS	1213	Programming Systems	3
TMS	1223	Introduction to Microprocessors and Interfacing	3
			16

Sophomore
First Semester

PHY	2414	General Physics I	4
		or	
TRS	2513	Tech Physics I	
TMS	2136	Microcomputer Electronics Theory & Servicing I	6

**Selected with approval of program adviser.

TMS	2146	Microcomputer Peripherals & Electro-Mechanical Devices I	6
		Behavioral/Social Science Elective	
		or	
TRS	1133	Industrial Psychology	3
			19

Second Semester

PHY	2424	General Physics II	4
		or	
TRS	2523	Physics II	
TMS	2256	Microcomputer Electronics Theory & Serving II	6
TMS	2266	Microcomputer Peripheral & Electro-Mechanical Device II	6
		Elective	3
			19

Approved Electives

Related	Computer Science Courses
Related	Data Processing Courses
Related	Electronic Technology Courses
Related	Microcomputer Information Processing Courses

MUSIC

Freshman

ENG	1113, 1123	English Composition I & II	6
*		PE, Military Sci or March Band	2
MUS	1214, 1224	Theory I & II	8
***	MUS 1123	Music Literature Survey	3
*		Applied Music	4 or 6
MUO		Choir or Band	2
HIS	1113, 1123	Western Civilization I & II	6
		or	
		American History I & II	
*		Elective	3
**	EDU 1311	Orientation	1
			35 or 37

Sophomore

**	ENG 2423, 2433	World Literature I & II	6
***	ENG 2323, 2333	English Literature I & II	6
	MUS 2214, 2224	Theory III & IV	8
*		Applied Music	4 or 6
***	MUS 2313, 2323	Music History I & II	6
*		Band or Choir	2
*		Electives	7
			33 or 35

- *Selected with approval of program adviser
- **Utica Campus only
- ***Raymond Campus only

For voice, organ, and band majors, piano is required for two years. For piano and organ majors, accompanying and participating in band or choir is required for two years. Music 1132 may be applied toward theory requirements for Hinds Junior College graduation.

NUCLEAR POWER TECHNOLOGY

Freshman

First Semester

ENG	1113	Technical Writing I	3
MAT	1313	College Algebra	3
PHY	2414	General Physics I	4
CHE	1211	General Chemistry Laboratory I	1

The Programs of Study

CHE	1213	General Chemistry I	3
TNP	1116	Nuclear Power Plant Operations I	6
			20

Second Semester

ENG	1123	Technical Writing II	3
MAT	1323	Trigonometry	3
PHY	2424	General Physics II	4
CHE	1221	General Chemistry Laboratory II	1
CHE	1223	General Chemistry II	3
TNP	1126	Nuclear Power Plant Operations II	6
			20

Summer

TNP	1138	Internship Work Experience	8
-----	------	----------------------------	---

CERTIFICATE: Nuclear Power Plant Operations

Sophomore

First Semester

SOC	2173	Technology & Society	3
MAT	1613	Calculus I	3
TNP	2113	Atomic & Nuclear Physics	3
TNP	2133	Instrumentation & Control Systems I	3
TNP	2156	Nuclear Science & Radiation Protection I	6
			18

Second Semester

CSC	2323	FORTTRAN Programming & Applications	3
MAT	1623	Calculus II	3
TNP	2123	Health Physics	3
TNP	2143	Instrumentation & Control Systems II	3
TNP	2166	Nuclear Science & Radiation Protection II	6
			18

PRE-NURSING

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
CHE	1311, 1321	Gen. Chemistry Lab	1	1
CHE	1313, 1323	General Chemistry	3	3
EDU	1311	Orientation	1	
ENG	1113, 1123	English Composition	3	3
EPY	2513, 2523	Child Psychology, Human Growth and Development II (Adolescent Psy)	3	3
MAT	1313	College Algebra		3
PSY	1513	General Psychology	3	
* BIO	1133, 1143	General Biology	3	3
			17	16

*BIO 2414, 2424 Zoology I, II may be substituted.

Sophomore

BIO	2514, 2524	Human Anatomy & Physiology	4	4
BIO	2924	Microbiology		4
HPR	1111, 1121	Physical Education		
or				
MSC	1111, 1121	Military Science	1	1
SOC	2113	Introduction to Sociology		3
SOC	2123, 2133	Social Problems, Marriage and Family	3	3
SPT	1113	Principles of Speech	3	
		History Elective	3	3
		Humanities Elective	3	
			17	18

ART	1113	Art Appreciation
ENG	2423, 2433	World Literature
HIS	1113, 1123	World History
HIS	2213, 2223	American History
MUS	1113	Music Appreciation
CHE	2423, 2433	Organic Chemistry
CHE	2421, 2431	Organic Chemistry Lab

Selection to the Division of Associate Degree Nursing is made twice a year, the first week of April, and the first week of October. **Qualified applicants will be given priority for a given year based on available space and on the earliest validated completed file according to required criteria as stated below.** Qualified applicants not selected, or selected and unable to attend, for a given year will be given priority one time only for the next year, provided a letter stating the intent of the applicant to enter the nursing program is received by the Division of Associate Degree Nursing. If unable to attend within a year of the original acceptance date, a priority number will then be assigned based on the date of the letter asking for reconsideration.

1. Make application and be accepted to Hinds Junior College District.
2. Make application to the Hinds Junior College District Division of Associate Degree Nursing.
3. File copies of official transcripts and test scores in the Division of Associate Degree Nursing. (Final transcripts for work in progress in other educational institutions must be sent immediately after completion of each course).
4. Regular applicants are selected using the following criteria:
 - A. American College Test (ACT) composite score of 15 or above. (see D. below.)
 - B. An overall high school average of C. For applicants who are currently in high school, an interim transcript stating first semester grades for the senior year in high school is required initially. A final transcript is required following graduation. In lieu of a high school diploma, an applicant may file satisfactory scores on the General Education Development (G.E.D.)
 - C. Pre-admission Examination-RN AD-composite scores of 30 or above. (see D. below.)
 - D. If ACT is lower than 15, applicant must complete twelve (12) hours of college work required in the nursing program, with at least a C average, eight (8) hours of which are Anatomy and Physiology I and II with a minimum grade of C in each. The required Quality Point Average (QPA) of 2.0 will be figured using each attempt of the required course.

E. A score of 90% or better on the preacceptance math test administered by the Hinds Junior College District Division of Associate Degree Nursing. Applicants will be allowed two opportunities to pass the math test prior to the selection.

- A. Must have completed Anatomy and Physiology I and II with a grade of **C** or above on each before entering nursing.
- B. If applicant has completed Anatomy and Physiology I and II and Microbiology, each must have been completed within the last five (5) years.
- C. Physical examination within six months prior to a clinical course with required immunizations current.
- D. Attend an orientation session required prior to beginning of the semester.

- A. Meet all of the requirements listed under Regular Program.
- B. Score 78% or better on a challenge exam on Nursing 1118. (A fee of \$10.00 will be charged to help defray cost of printing and grading the test).
- C. In addition to Anatomy and Physiology I and II, applicants must have completed General Psychology I plus three additional hours in non-nursing courses.

Nursing 1129	9 hours credit
Nursing 2112	12 hours credit
Nursing 2122	12 hours credit

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The Programs of Study

2. Validation of previously completed content will determine student placement in our program.
- B. Non-Nursing Courses-Transfer credit will be accepted for all non-nursing courses as follows:

1. A minimum grade of C in biological sciences.

2. Overall quality point average of at least 2.0 for graduation.

NURSING SCIENCE
Associate Degree Program in Nursing

Summer

BIO	2514	Anatomy & Physiology I	4
BIO	2524	Anatomy & Physiology II	4
			8

Freshman

First Semester

NUR	1118	Nursing Science I (Prerequisite BIO 2514 & 2524)	8
NUR	1211	Nursing Drugs & Calculations	1
PSY	1513	General Psychology I	3
ENG	1113	English Composition I	3
			15

Second Semester

NUR	1129	Nursing Science II (Prerequisite NUR 1118)	9
PSY	1523	General Psychology II	3
ENG	1123	English Composition II	3
SPT	1113	Oral Communications	3
			18

Sophomore

First Semester

NUR	2112	Nursing Science II (Prerequisite NUR 1129)	12
BIO	2924	Microbiology	4
			16

Second Semester

NUR	2122	Nursing Science IV (Prerequisite NUR 2112)	12
SOC	2113	Introduction to Sociology	3
			15

PRE-OPTOMETRY

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
CHE	1211, 1221	General Chemistry Lab	1	1
BIO	2414, 2424	Zoology I & II	4	4
CHE	1213, 1223	General Chemistry	3	3
ENG	1113, 1123	English Composition	3	3
EDU	1311	Orientation	1	
MAT	1113, 1123	College Algebra, Trigonometry	3	3
HPR	1111, 1121	Physical Education		
or				
MSC	1111, 1121	Military Science	1	1
		Electives		3
			16	18

Sophomore

CHE	2421, 2431	Organic Chemistry Lab	1	1
CHE	2423, 2433	Organic Chemistry	3	3
ECO	2113	Economics	3	
HIS	1113, 1123	World History	3	3
PHY	2414, 2424	General Physics	4	4

SPT	1113	Principles of Speech	3
		Electives	3
			<u>17</u>
			<u>14</u>

Suggested Electives:

BIO	1314	Botany I
MUS	1113	Music Appreciation
		or
ART	1113	Art Appreciation
SOC	2113	Introduction to Sociology

PETROLEUM TECHNOLOGY*

Petroleum Land Management

PROGRAM DESCRIPTION

The Petroleum Engineering Technology curriculum offers the student classroom, laboratory and field experiences in petroleum production, and petroleum property and land lease management. The successful completion of the program can lead to a rewarding career in a wide range of positions related to the recovery and use of oil and gas. As technicians, paraprofessionals, and mid-management personnel, graduates of the program work in direct support of petroleum engineers, geologists, landmen and other industry-related professionals.

* Adult Continuing Education Program only. TPE courses are offered at various campuses throughout the Hinds Junior College District as demand dictates.

Freshman

Fall Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra	3
GLY	1111	Physical Geology Lab	1
GLY	1113	Physical Geology	3
TDR	1113	Intro. to Draft.	3
TPE	1124	Petroleum Exploration & Production	4
			<u>17</u>

Spring Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry	3
TDR	2423	Land & Geological Drafting	3
TPE	2113	Petroleum Geology	3
TPE	1214	Rig Construction & Drilling Operations	4
			<u>16</u>

Summer Semester

TPE	1313	Internship Work Experience I (Optional)	3
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Sophomore

Fall Semester

		Social Studies Electives	3
ACC	1213	Principles of Accounting I	3
TDR	2123	Surveying Practice I	3
TPE	2123	Mineral Rights & Leases	3
BAD	2413	Business Law I	3
TMD	2713	Principles of Real Estate	3
			<u>18</u>

Spring Semester

		Elective	3
ACC	1223	Principles of Accounting II	3
TMD	2723	Real Estate Law	3
TPE	2153	Lease Negotiations & Agreements	3
TPE	2223	Land Lease Management	3
TPE	2263	Title Abstracts, Conveyances & Curative	3
			<u>18</u>

PRE-PHARMACY

Freshman

BIO	1314 or 1324	Botany I or II	4
BIO	2414	Zoology I	4
CHE	1213, 1223	General Chemistry I & II	6
CHE	1211, 1221	General Chemistry Lab I & II	2
ENG	1113, 1123	English Composition I & II	6
* MAT	1313	College Algebra	3
* MAT	1323	Trigonometry	3
**		Electives	6
			34

Sophomore

ECO	2113	Principles of Economics I	3
CHE	2423, 2433	Organic Chemistry I & II	6
CHE	2422, 2432	Organic Chemistry Lab	4
PHY	2414, 2424	General Physics I & II	8
**		Electives	12
			33

*MAT 1346 may be substituted for MAT 1313 and MAT 1323.
**The choice of electives depends upon the school to which a student transfers.

PHYSICAL EDUCATION

Freshman

ENG	1113, 1123	English Composition I & II	6
HPR	1111, 1121	General P. E. Activities I & II	2
HPR	1213	Personal & Community Health	3
HIS	1113, 1123	Western Civilization I & II	
or			
HIS	2213, 2223	American History I & II	6
**		Science, Biological	3
**		Science, Physical	3
**		Fine Arts (music, art, dance, drama, theatre)	3
PSY	1513	General Psychology I	3
**		Elective	3
			32

Sophomore

ENG	2323, 2333	English Literature I & II	
or			
ENG	2223, 2233	American Literature I & II	6
HPR	2111, 2121	General P. E. Activities III & IV	2
HPR	2213	First Aid	3
**		Mathematics	3
EDU	2543	Educational Psychology	3
**		Math/Science Elective	3
SPT	1113	Oral Communication	3
EPY	2513	Child Psychology	
or			
EPY	2523	Adolescent Psychology	3
**		Electives	6
			32

PHYSICAL SCIENCE

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
* MAT	1313	College Algebra	3
* MAT	1323	Trigonometry	3
MAT	1613, 1623	Calculus I & II	6

MAT 1346 may be substituted for MAT 1313 and MAT 1323
**Selected with approval of program adviser

**		General Electives	3
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
PHY	2313	Physics with Calculus I	3
CSC	2323	Fortran	3

See note*

Sophomore

**		General Electives	12
*** CHE	2423, 2433	Organic Chemistry I & II	6
*** CHE	2421, 2431	Organic Chemistry Lab I & II	2
	or		
CHE	2422, 2432	Organic Chemistry Lab I & II	4
	or		
**		General Electives	6
PHY	2323, 2333	Physics with Calculus - II & III	6
MAT	2613, 2623	Calculus III & IV	6

30, 32, 34

PRE-PHYSICAL THERAPY

Freshman

Semester Hours
1st Sem. 2nd Sem.

CHE	1211, 1221	General Chemistry Lab	1	1
BIO	2414, 2424	Zoology I & II	4	4
CHE	1213, 1223	General Chemistry	3	3
EDU	1111	Orientation	1	
ENG	1113, 1123	English Composition	3	3
EPY	2513, 2523	Child Psychology, Human Growth and Development II (Adolescent Psychology)	3	3
MAT	1313	College Algebra		3
SOC	2113	Introduction to Sociology	3	
			18	17

Sophomore

BIO	2514, 2524	Human Anatomy & Physiology	4	4
HPR	1111, 1121	Physical Education		
	or			
MSC	1111, 1121	Military Science	1	1
PHY	2414, 2424	General Physics	4	4
PSY	1513	General Psychology		3
SPT	1113	Principles of Speech	3	
		Humanities Electives	6	3
			18	15

Electives:

ART	1113	Art Appreciation
ENG	2423,2433	World Literature
MFL	1113, 1123	Elementary French I, II
MUS	1113	Music Appreciation

POLITICAL SCIENCE

Freshman

Semester Hours
1st Sem. 2nd Sem.

BIO	1133, 1143	General Biology	3	3
ENG	1113, 1123	English Composition	3	3
EDU	1311	Orientation	1	

* MAT 1346 may be substituted for MAT 1313 and MAT 1323 — College Algebra and Trigonometry may be considered as deficiency courses at some four-year schools.

** Selected with approval of program adviser

*** Chemistry majors should schedule organic chemistry.

The Programs of Study

HIS	1113, 1123	Western Civilization I, II	3	3
HPR	1111, 1121	Physical Education		
		or		
MSC	1111, 1121	Military Science	1	1
MAT	1313, 1323	College Algebra, Trigonometry	3	3
MUS	1113	Music Appreciation		
		or		
ART	1113	Art Appreciation	3	
SPT	1113	Principles of Speech		3
			<u>17</u>	<u>16</u>
Sophomore				
ENG	2423, 2433	World Literature	3	3
PSY	1513	General Psychology		3
HPR	2111, 2121	Physical Education		
		or		
MSC	2111, 2121	Military Science	1	1
MFL	1113, 1123	Elementary French	3	3
PHY	2243, 2253	Physical Science	3	3
SOC	2113	Introduction to Sociology	3	
PSC	1113	American National Government	3	
PSC	1123	American State and Local Government		3
			<u>16</u>	<u>16</u>
* Elective				
HPR	1213	Personal and Community Health		

*Students are not required to take this course; however, they may elect to do so in the year and semester of their choice.

POSTAL MANAGEMENT TECHNOLOGY

Freshman

First Semester

ENG	1113	English Composition I	3
		Mathematics Elective	3
ECO	2113	Principles of Economics I	3
TDP	1003	Orientation to Data Processing	3
TPM	1113	History & Organization of Postal Service	3
			<u>15</u>

Second Semester

ENG	1123	English Composition II	3
ECO	2123	Principles of Economics II	3
PSY	1513	General Psychology I	3
TPM	1123	Employee & Labor Relations	3
TPM	1133	Support Services	3
			<u>15</u>

Sophomore

First Semester

SOC	2113	Introduction to Sociology	3
SPT	1113	Oral Communication	3
ACC	1213	Principles of Accounting I	3
TDM	2163	Personnel Management	3
TPM	2113	Mail Processing	3
		Electives	3
			<u>18</u>

Second Semester

ACC	1223	Principles of Accounting II	3
TPM	2123	Customer Services	3
TPM	2133	Postal Problem Analysis	3
		Elective	7
			<u>16</u>

RADIOLOGIC (X-RAY) TECHNOLOGY

Freshman

First Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra	3
BIO	1514	Anatomy & Physiology I	4
RAD	1113	Introd. to Radiologic Technology	3
RAD	1133	Radiographic Procedures I	3
RAD	1153	Practicum I	3
			19

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry	3
BIO	1524	Anatomy & Physiology II	4
RAD	1123	Radiographic Processing & Exposure	3
RAD	1143	Radiographic Procedures II	3
RAD	1163	Practicum II	3
			19

Summer Session

RAD	1175	Internship I	5
			5

Sophomore

First Semester

TRS	1923	Patient Contact & Public Relations	3
PHY	2414	General Physics I	4
RAD	2113	Special Radiographic Procedures	3
RAD	2136	Practicum III	6
			16

Second Semester

		Social Science Elective	3
PHY	2424	General Physics II	4
RAD	2123	Nuclear Medicine & Radiation Therapy	3
RAD	2146	Practicum IV	6
			16

Summer Session

RAD	2155	Internship II	5
			5

RESPIRATORY THERAPY

ADMISSION REQUIREMENTS

Hinds Junior College, in cooperation with Mississippi Baptist Medical Center, offers the Associate of Applied Science degree in Respiratory Therapy. Students must first be admitted to Hinds Junior College and complete Anatomy and Physiology before being considered for selection to the Respiratory Therapy Program. In addition the student must achieve a minimum composite score of 14 or above on the ACT test, and arrange for a personal interview with a member of the department. Students who wish to major in Respiratory Therapy will be selected after the above requirements are met and have the approval of the Selection Committee.

Courses offered during the first year will be taken on the Hinds Junior College campus in Raymond. Courses taken beginning with the summer, after the first two semesters of the freshman year, will be taken at Mississippi Baptist Medical Center.

A minimum grade of C on each respiratory therapy course is required for successful completion of the program.

Graduates are eligible for the registry examination offered by the National Board for Respiratory Therapy. The program is accredited by the Council on Medical Education of the American Medical Association.

Summer

BIO	1514, 1524	Anatomy and Physiology	8
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Fall

ENG	1113	English Composition I	3
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The Programs of Study

CHE	1313	Principles of Chemistry	3
CHE	1311	Principles of Chemistry Lab	1
BIO	2924	Microbiology	4
PSY	1513	General Psychology I	3
RTT	1111	Respiratory Therapy Orientation	1
			15

Summer

ENG	1123	English Composition II	3
CHE	1413	Introductory Organic & Biochemistry	3
CHE	1411	Introductory Organic & Biochemistry Lab	1
CHE	2623	Intro. to Clinical Pharmacology	3
MAT	1233	Intermediate Algebra (or MAT 1313)	3
RTT	1123	Respiratory Therapy Theory I	3
			16

Summer — First Term

RTT	1133	Respiratory Therapy Theory II	3
RTT	2312	Conference and Clinical Experience I	2
			5

Summer — Second Term

RTT	2163	Therapeutic Gas Administration I	3
RTT	2322	Conference and Clinical Experience II	2
			5

Fall

RTT	2175	Therapeutic Gas Administration II	5
RTT	2223	Airway Management	3
RTT	2116	Advanced Physiology I	6
RTT	2334	Conference and Clinical Experience III	4
			18

Spring

RTT	2235	Artificial Ventilation	5
RTT	2253	Pulmonary Function Testing	3
RTT	2126	Advance Physiology II	6
RTT	2412	Department and Personnel Management	2
RTT	2343	Conference and Clinical Experience IV	3
			19

Summer

RTT	2354	Conference and Clinical Experience V	4
RTT	2363	Conference and Clinical Experience VI	3
			7

SOCIAL SCIENCE

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
BIO	1133, 1143	General Biology	3	3
ENG	1113, 1123	English Composition	3	3
EDU	1311	Orientation	1	
HIS	1113, 1123	Western Civilization I, II	3	3
HPR	1111, 1121	Physical Education		
or				
MSC	1111, 1121	Military Science	1	1
MAT	1313, 1323	College Algebra, Trigonometry	3	3
MUS	1113	Music Appreciation		
or				
ART	1113	Art Appreciation		3
PSY	1513	General Psychology	3	
			17	18

Sophomore

SOC	1513	Ethnic Relations	3
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The Programs of Study

ECO	2113, 2123	Principles of Economics	3	3
ENG	2423, 2433	World Literature	3	3
PHR	2111, 2121	Physical Education		
		or		
MSC	2111, 2121	Military Science	1	1
HIS	2213, 2223	American History	3	3
SPT	1113	Principles of Speech	3	
PHY	2243, 2253	Physical Science	3	3
			16	16

Suggested electives if student so desires:

HPR	1213	Personal and Community Health
SOC	2113	Introduction to Sociology
SOC	2123	Social Problems

SOCIOLOGY AND SOCIAL WELFARE

Freshman

			Semester Hours	
			1st Sem.	2nd Sem
BIO	1133, 1143	General Biology	3	3
ENG	1113, 1123	English Composition	3	3
EDU	1311	Orientation	1	
HIS	1113, 1123	Western Civilization I, II	3	3
HPR	1111, 1121	Physical Education		
		or		
MSC	1111, 1121	Military Science	1	1
MAT	1313, 1323	College Algebra, Trigonometry	3	3
MUS	1113	Music Appreciation		
		or		
ART	1113	Art Appreciation		3
			14	16

Sophomore

ECO	2113, 2123	Principles of Economics	3	3
ENG	2423, 2433	World Literature	3	3
HIS	2213, 2223	American History	3	3
HPR	2111, 2121	Physical Education		
		or		
MSC	2111, 2121	Military Science	1	1
MFL	1113, 1123	Elementary French	3	3
PHY	2243, 2253	Physical Science	3	3
SOC	2113	Introduction to Sociology	3	
SOC	2123	Social Problems		3
			19	19

* Electives

HPR	1213	Personal and Community Health
PSY	1513	General Psychology

* Students are not required to take these courses; however, they may elect to do so in the year and semester of their choice.

SPEECH

Public Address or Speech Communication

All communications majors are offered at the Raymond Campus only.

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
**		History	6
**		Science	6
SPT	1113	Oral Communication (First Semester)	3
SPT	1153	Voice & Diction (Second Semester)	3
**		Fine Arts or Acting I	3

The Programs of Study

PSY	1513	General Psychology I (Second Semester)	3
			32
Sophomore			
ENG	2323, 2333	English Literature I & II	6
SPT	2143	Oral Interpretation (First Semester)	3
SPT	1213	Fundamentals of Theatre (Second Semester)	3
PSY	1523	General Psychology II	3
SPT	1233	Acting I or Fine Arts	3
**		Social Studies	6
**		Electives (Sociology, Mathematics, etc.)	9
			33

* A minimum of nine hours electives must be selected from SSC, BAD, MRS, DMT, or EDP offerings.

** Selected with approval of program adviser.

RADIO - TV - FILM

Freshman			
ENG	1113, 1123	English Composition	6
**		PE, Military Sci or March Band	2
SPT	1113	Oral Communications (First Semester)	3
SPT	1153	Voice & Diction (Second Semester)	3
JOU	1313	Principles of Journalism	3
PSY	1513	General Psychology I (Second Semester)	3
**		Science	6
**		History	6
			32
Sophomore			
ENG	2323, 2333	English Literature I & II	6
SPT	2143	Oral Interpretation (First Semester)	3
SPT	1213	Fundamentals of Theatre (Second Semester)	3
JOU	1323	Principles of Journalism II	3
PSY	1523	General Psychology II	3
**		Fine Arts	3
**		Electives	12
			33

SPEECH PATHOLOGY AND AUDIOLOGY

Freshman			
ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
BIO	2414, 2424	Zoology I & II	8
SPT	1113	Oral Communication (First Semester)	3
SPT	1153	Voice and Diction (Second Semester)	3
PSY	1513, 1523	General Psychology I & II	6
**		History	6
			34
Sophomore			
ENG	2323, 2333	English Literature I & II	6
EPY	2513	Child Psychology	3
EPY	2523	Adolescent Psychology	3
SOC	2113	Introduction to Sociology	3
HPR	1213	Personal and Community Health	3
**		Mathematics	6
**		Electives	6
			30

THEATRE

Freshman			
ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2

** Selected with approval of program adviser.

SPT	1113	Oral Communications (First Semester)	3
SPT	1153	Voice and Diction (Second Semester)	3
SPT	1133	Acting I (First Semester)	3
SPT	1241, 1251	Drama I & II	2
**		Science	6
**		History	6
SPT	1222	Stage Makeup	2
			<hr/> 33

Sophomore

ENG	2323, 2333	English Literature I & II	6
SPT	2143	Oral Interpretation (First Semester)	3
SPT	1213	Fundamentals of Theatre (Second Semester)	3
SPT	1261, 1271	Drama III & IV	2
**		Mathematics	3
**		Fine Arts	3
PSY	1513, 1523	General Psychology I & II	6
**		Electives	3
SPT	2223	Stage Craft	3
			<hr/> 32

**Selected with approval of program adviser

SUPERVISION AND MANAGEMENT TECHNOLOGY

The Supervision and Management Technology program is designed for the adult who wants to become qualified for management or supervisory positions in the business, industry, or government area where currently employed. Students attend classes from 6:30 to 9:30 p.m. two nights per week and earn six credit hours per semester. The curriculum will lead to an Associate of Applied Science degree; it is not designed for transfer.

First Year

TRS	1413	Industrial Safety	3
ECO	2113	Principles of Economics I	3
TDM	2513	Principles of Management	3
TMT	2713	Principles of Supervision	3
MAT	1233	Intermediate Algebra	
		or	
TRS	1623	Technical Mathematics I	3
			<hr/> 15

Second Year

ACC	1213	Principles of Accounting I	3
TMT	2694	Production Planning & Problems	4
TMT	2663	Motion and Time	3
TDM	2163	Personnel Management	3
ENG	1113	English Composition I	3
			<hr/> 16

Third Year

TMT	2623	Introduction to Quality Control	3
TRS	1133	Industrial Psychology	3
SOC	2113	Introduction to Sociology	3
ENG		English Composition II	3
***		Elective	3
			<hr/> 15

Fourth Year

TDP	1003	Introduction to Data Processing	3
SPT	1113	Oral Communications	3
TMT	2773	Job Analysis	3
TMT	2213	Labor Law for Supervisors	3
***		Electives	3
TMT	2783	Labor Relations	3
			<hr/> 18

PRE-VETERINARY
(Raymond Campus)

Freshman

ENG	1113, 1123	English Composition I & II	6
* MAT	1313	College Algebra	3
* MAT	1323	Trigonometry	3
MAT	1613	Calculus I	3
BIO	2414, 2424	Zoology I & II	8
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
PSC	1113	American National Government	3
**		PE, Military Sci or March Band	2
			<u>36</u>

Sophomore

CHE	2422, 2432	Organic Chemistry Lab I & II	4
CHE	2423, 2433	Organic Chemistry I & II	6
PHY	2414, 2424	General Physics I & II	8
HIS	2213	American History I	
		or	
HIS	2223	American History II	3
**		Electives	13
			<u>34</u>

*NOTE: Students are expected to have sufficient proficiency in algebra and trigonometry from high school to be placed (by appropriate tests) in Mathematics 1613. In cases of deficiency the student will need to take Mathematics 1313 and/or Mathematics 1323 perhaps as deficiency credit. MAT 1346 may be substituted for MAT 1313 and MAT 1323.

**Selected with approval of program adviser

***Selected from the following electives: ACC 1223, PSC 1113, REA 1233

PRE-VETERINARY SCIENCE
(Utica Campus)

Freshman

			Semester Hours	
			1st Sem.	2nd Sem.
BIO	2414, 2424	Zoology I & II	4	4
CHE	1214, 1224	General Chemistry	4	4
EDU	1311	Orientation	1	
ENG	1113, 1123	English Composition	3	3
HPR	1111, 1121	Physical Education		
		or		
MSC	1111, 1121	Military Science	1	1
MAT	1313, 1323	College Algebra, Trigonometry	3	3
PSY	2533	General Psychology		3
			<u>16</u>	<u>18</u>

Sophomore

CHE	2424, 2434	Organic Chemistry	4	4
BIO	2924	Microbiology	4	
HIS	2213, 2223	American History	3	3
PHY	2414, 2424	General Physics	4	4
SPT	1113	Principles of Speech	3	
		Electives		3
			<u>18</u>	<u>15</u>

VETERINARY TECHNICIAN

Freshman

Fall Semester

AGR	1214	Animal Science	4
ENG	1113	English Composition I	3

TAG	1211	Professional Development I	1
TAG	1442	Vet. Medical Term	2
TAG	2114	Vet. Clin. Path. I	4
*		Math	3
			<hr/> 17

Spring Semester

ENG	1123	English Composition II	3
TAG	1221	Professional Development II	1
TAG	1413	Animal Handling Technique	3
TAG	1453	Animal Restraint & Medication	3
TAG	1464	Animal Anatomy & Physiology	4
TAG	2124	Vet. Clin. Path. II	4
			<hr/> 18

Summer

TAG	1516	Clinical Experience I	6
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Sophomore

Fall Semester

BIO	2924	Microbiology	4
TAG	1714	Animal Parasites & Diseases	4
TAG	2166	Vet. Oper. Room Techniques	6
TAG	2211	Professional Development III	1
TAG	2623	Physiology of Reproduction	3
			<hr/> 18

Spring Semester

ACC	1213	Accounting	3
CHE	1213, 1211	Chemistry	4
	1313, 1311		
TAG	2221	Professional Development IV	1
TAG	2466	Clinical & Hosp. Techniques	6
*		Electives	3
			<hr/> 17

* Student will choose with help from adviser.

SPECIAL PROGRAMS
DEVELOPMENTAL PROGRAM

Students whose performance (based on established college criteria) is considered below average in English, mathematics, and reading (the basic areas) will be placed in the Developmental Program. Students who are considered below average in one or two of the basic course areas will be placed in the corresponding developmental course, but will not be placed in the Developmental Program. Students who enroll in Developmental English, mathematics, reading, or Essential College Skills and are successful will receive institutional credit, but this credit may or may not be transferable to other colleges.

Freshman Year

		Semester Hours	
		1st Sem.	2nd Sem.
EDU	1103, 1203	Essential College Skills	3 3
ENG	1103, 1203	Basic Studies in English, Fundamentals of Composition	3 3
MAT	1103, 1203	Developmental Math, Elementary Algebra	3 3
REA	1103, 1203	Developmental Reading	3 3
		<hr/> 12	<hr/> 12

NOTE: Utica Campus students required to enroll in EDU 1103, ENG 1103, MAT 1103, REA 1103 and earn a semester grade of less than a "C", will be given a grade of "NC" and must repeat the course the next semester in attendance at Utica. Students who earn a semester grade of "C" must enroll in the appropriate succeeding courses: EDU 1203, ENG 1203, MAT 1203, or REA 1203 the next semester in attendance at Utica. Students who earn a grade of "B" or "A" for the 1103 courses have satisfied Utica's requirements for enrolling in development courses.

Students who must enroll in 1203 courses and earn a semester grade of less than a "C", "B", or "A", in the 1203 courses will have met Utica's requirements for developmental courses and may enroll in the appropriate regular college courses.

In order to graduate, students must satisfy Utica's developmental course requirements, if they are required to enroll in these courses as indicated by the appropriate standardized test scores.

ROTC Scholarship Program

One and two year scholarships are available to selected ROTC students strongly motivated toward a career in the Army. Each scholarship pays for tuition, books and laboratory expenses, and in addition, pays \$100.00 a month for the duration of the award. Applications may be made to the Professor of Military Science prior to March 15 of the year preceding the school year that the scholarship is to become effective.

Distinguished Military Graduate Program

This is a competitive program which permits outstanding ROTC students to apply for a Regular Army Commission immediately upon graduation. At the end of the junior year and prior to the Advanced Course Summer Camp, selected junior ROTC Cadets may be designated potential Distinguished Military Students. A student who maintains the same high standard throughout summer camp and his senior year may qualify for designation as a Distinguished Military Graduate and be awarded a Regular Army Commission upon graduation.

Obligations After Commission

The student who receives a reserve commission may fulfill his active duty obligation by serving a minimum of three months on active duty and the balance of his obligation in a Reserve Component Status. The second alternative open to the student who receives a reserve commission is to serve three years on active duty and three years in a reserve status. The recipient of a Regular Army Commission must serve four years on active duty and two years in a reserve status. Scholarship students must agree to serve four years on active duty and two years in a reserve status. The officer who elects to pursue a civilian career after his active service has many opportunities to continue his military education while completing his obligation in a reserve status. Service schools are open to the reservist at all stages of his career.

BASIC COURSE PROGRAM

The Basic Course should be taken in the freshman and sophomore years or immediately upon entrance by transfer students. MSC I should be completed before MSC II is taken and a student should attempt to take all courses in the sequence listed. Special consideration may be given students who are unable to do so, upon consultation with the PMS.

Freshman Year			Semester Hours	
			1st Sem.	2nd Sem.
MSC	1111, 1121	Military Science	1	1
Sophomore Year				
MSC	2111, 2121	Military Science	1	1

Comprehensive Student Development Services (CSDS)

(Utica Campus)

The Comprehensive Student Development Services Program (CSDS), with federal funding under the Title III — Institutional Aid Program, is a student development support unit which serves as a vehicle for the coordination of counseling/advising, testing, Special/Tutorial Services (Title IV), career placement, Cooperative Education (Co-Op), instructional and informational data services.


The CSDS Program acts in a referral capacity in many instances. Students are encouraged to view the professionally trained staff as a liaison between themselves and on-campus offices, departments, off-campus agencies and other student development support services provided by the Hinds Junior College District. Students whose academic program has been hampered by obstructions that prohibit maximum growth are highly encouraged to utilize the services provided by the coordinated student support units.

Special Services Program

The Special Services Program is a federally funded program which seeks to aid the students through tutorial services, academic and personal counseling and career and vocational information.

The Special Services Program is designed for former Upward Bound, Talent Search, Neighborhood Youth Corps, and students from families with low income.

The services rendered by the Special Services Program are intended to provide extra help and encouragement for target students by working closely with the Basic Academic Studies Support Program and other supporting agencies on the Utica Campus.



VOCATIONAL TECHNICAL CENTER
VICKSBURG-WARREN COUNTY BRANCH
OF
HINDS JUNIOR COLLEGE

V

Academic and Technical Courses



AGR 2253	Livestock Judging	3 SH
Scoring of individual and judging of represented groups of livestock from the standpoint of the breeder and the market. (1 hr lecture, 4 hr lab)		
AGR 2314	Basic Soils	4 SH
Study of the formation of soils, analysis of soils, correction of soil problems, the study of composition and application of fertilizers. (3 hr lecture, 2 hr lab)		
AGR 2333	Soil Management and Conservation	3 SH
A study of soil management and conservation in relation to the needs of Mississippi agriculture. (3 hr lecture)		
AGR 2713	Principles of Agriculture Economics	3 SH
General course in the basic principles of economics and their application to agriculture. Special emphasis on economic problems of agriculture. American economic development, production and business organization; the law of diminishing returns, some principles of trade and production, farm organization, exchange value and the market price cost of production, price level movement, and the farm problem and the government. (3 hr lecture)		
AGRICULTURAL TECHNOLOGY		
TAG 1211	Professional Development I	1 SH
Emphasis on career opportunities available in agriculture, development of leadership traits, and involvement in co-curricular activities at the local, state, and national level. (1 hr lecture)		
TAG 1221	Professional Development II	1 SH
Emphasis on career opportunities available in agriculture, development of leadership traits, and involvement in co-curricular activities at the local, state and national level. (1 hr lecture)		
TAG 1323	Crops Science	3 SH
Study of cotton, soybean, and grain crops. Instruction in the proper management of crops from selection to harvesting. (2 hr lecture, 2 hr lab)		
TAG 1413	Animal Handling Techniques	3 SH
A study in the handling and restraining of livestock (2 hr lecture and 2 hr lab)		
TAG 1442	Veterinary Medical Terminology	2 SH
Prefixes; suffixes; roots; abbreviations; disease, operative and drug terms. Terms related to all areas of veterinary medical specialties. (2 hr lecture)		
TAG 1453	Animal Restraint and Medications	3 SH
Study and practice of restraining large and small animals, utilizing both chemical and physical means of safe and humane restraint. Basic terminology, usage measurement administration, and safe storage of drugs. (2 hr lecture, 2 hr lab)		
TAG 1464	Animal Anatomy and Physiology	4 SH
Anatomy and physiology of large and small animals with emphasis on practical clinical application; the organization and function of the system involved in the living parts which make up these systems. Selected cadavers dissected in the laboratory. (3 hr lecture, 2 hr lab)		
TAG 1516	Clinical Experience I	6 SH
Practical animal technicians clinical experience in an approved veterinary clinic or related veterinary professional field. (10 weeks of experience)		
TAG 1714	Parasites and Disease of Farm Animals	4 SH
Consideration of common infections and non-infectious diseases affecting domestic animals with emphasis on large animals. Parasites related to horses, cattle, sheep and hogs; morphology, life history, symptoms, preventions control, and treatment. (3 hr lecture, 2 hr lab)		
TAG 2114	Veterinary Clinical Pathology I	4 SH
Study and practical application of veterinary diagnostic aids. Includes blood chemistry, urinalysis, fecal analysis, kidney and liver function tests, and collection of specimens such as urine and blood samples and samples for fungal and bacterial cultures. (3 hr lecture, 2 hr lab)		
TAG 2124	Veterinary Clinical Pathology II	4 SH
Continuation of TAG 2114. Studies of the blood, blood forming tissues, hematopoiesis, morphology of cells, hemastasis and hemolytic diseases. Lab includes diagnostic tests for studies of the blood. (3 hr lecture, 2 hr lab)		

The Courses

TAG 2134 Agribusiness Management Procedures and Records 4 SH

The meaning and the purpose of agribusiness management procedures and the records involved, emphasizing the correct use of sales tickets, the determination of selling prices, and the proper use of warehouse receipts and storage records. (3 hr lecture, 3 hr lab)

TAG 2153 Agribusiness Advertising and Display 3 SH

A study of the different methods of advertising in agribusiness. Emphasis on the proper display of merchandise. Classroom work and actual experience in agribusiness. (2 hr lecture, 2 hr lab)

TAG	2163	Agricultural Law	3 SH
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An agricultural study of legal influences, concepts and case studies involving estates, contracts, property and taxes as related to the acquisition of real estate, the use of land and water, the production of crops and livestock and the organization of farm businesses. (3 hr lecture)

TAG 2166 Veterinary Operating Room Techniques 6 SH

Study and practical application of sterile technique, preparation of the surgical site, operating room conduct, assisting the surgeon and dental prophylaxis; the principles of radiography, the use of disinfectants and antiseptics in veterinary medicine; nomenclature and basic uses of surgical instruments; preparation of packs, gowns, gloves, etc; the use of sterilization equipment; and classification and physical properties of anesthetics used in large and small animal veterinary medicine and surgery. (3 hr lecture, 6 hr lab)

TAG 2211	Professional Development III	1 SH
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Emphasis on career opportunities available in agriculture, development of leadership traits, and involvement in co-curricular activities at the local, state, and national level. (1 hr lecture)

TAG	2221	Professional Development IV	1 SH
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Emphasis on career opportunities available in agriculture, development of leadership traits, and involvement in co-curricular activities at the local, state, and national level. (1 hr lecture)

TAG 2413	Farm Management	3 SH
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Decisions involved in organizing and operating a farm business using the basic principles of farm management, budgeting procedures, farm records, taxation and farm financing. (3 hr lecture)

TAG	2433	Agricultural Marketing Techniques	3 SH
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Present system of marketing farm products with emphasis on the principles, functions, agencies and methods used in the marketing process from farm owner to consumer. (3 hr lecture)

TAG 2443 Agricultural Chemical and Pest Control 3 SH

(Prerequisite: CHE 1313 or consent of instructor) Farm pesticides used in the agricultural industry with emphasis on their composition, mode of action, limitations of use and laws regulating their use in relation to our environment. (3 hr lecture)

TAG 2466 Clinical and Hospital Techniques 6 SH

Study and practical application of basic clinical techniques required of the veterinary technician, terminology, usage, measurement, administration, drug inventory, and safe storage of drugs. (3 hr lecture, 6 hr lab)

TAG 2514	Beef Cattle Management I	4 SH
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A study of fundamental principles and practical application of livestock production. (3 hr lecture, 2 hr lab)

TAG	2524	Beef Cattle Management II	4 SH
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(Prerequisite: TAG 2514) A study of modern techniques used in the proper management of a beef cattle herd. (3 hr lecture, 2 hr lab)

TAG 2534	Agricultural Sales and Supplies	4 SH
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A study providing specialized training in agricultural sales and supplies. Includes selling techniques, business procedures (wholesale and retail), financing, management, supplies, inventory, and facilities. Includes work experience. (3 hr lecture, 3 hr lab)

TAG 2623 Physiology of Reproduction 3 SH

Study of the reproductive systems of the male and female bovine. A full study of reproductive physiology and the application of scientific practices. (2 hr lecture, 2 hr lab)

TAG	2723	Agribusiness Human Relations	3 SH
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An in-depth study of human relations pertaining to employee-employer relations, employer-employee relations, employee-customer relations, and employer-customer relations in agribusinesses. (2 hr lecture, 2 hr lab)

TAG 2763 Microcomputer Applications in Agriculture 3 SH
 A study of the microcomputer and its use and application in agriculture. (1 hr lecture, 4 hr lab)

AGR 2773 Agricultural Finance 3 SH
 A study of farm financial reports and production performance analysis; decision making; credit sources; analysis of production alternatives; and farm credit programs. (3 hr lecture)

ART

ART 1113 Art Appreciation (Understanding the Visual Arts) 3 SH
 A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, paintings, graphics, minor and industrial arts) on a conceptual basis. (3 hr lecture)

ART 1213 Introductory Art (Art Survey) 3 SH
 A course designed to familiarize the student with the fundamental elements of design, drawing, and painting and to develop a useful and meaningful vocabulary. A study of the work of prominent artists. Creative work in several different media and approaches. (3 hrs directed lab)

ART 1242 Inventive Crafts 2 SH
 A survey of art-craft ideas and production methods. Emphasis on creative invention. (1 hr lecture, 2 hr studio)

ART 1252 Beginning Weaving 2 SH
 A course in basic weaving techniques. (1 hr lecture, 2 hr studio)

ART 1313 Drawing I 3 SH
 Study of basic principles of drawing methods and techniques with emphasis on line, perspective, and shading. Perceptual and manipulative exercises using crayon, ink, pencil and charcoal. (6 hr lecture studio)

ART 1323 Drawing II 3 SH
 (Prerequisite: ART 1313) Drawing with selected media with emphasis on composition in studies of selected matter and use of wet media. (6 hr lecture studio)

ART 1413 Design I 3 SH
 Emphasis on principles, elements and materials in visual design. Introduction to theory and terms. Use of composition and color theory. (6 hr lecture studio)

ART 1423 Design II 3 SH
 (Prerequisite: ART 1413) Continuation of basic principles and elements of design. Study of methods and techniques in contemporary design. (6 hr lecture studio)

ART 2333 Printmaking I 3 SH
 (Prerequisite: ART 1323) An introduction to the stencil, relief and intaglio processes in printmaking. (6 hr studio)

ART 2353 Figure Drawing I 3 SH
 (Prerequisite: ART 1323) Drawing from the live model in various media. A study of proportion in the human figure through use of contour, gesture, and modeled drawing. (6 hr lecture studio)

ART 2363 Figure Drawing II 3 SH
 (Prerequisite: ART 2353) Introduction to fluid media. Emphasis on composition and draftsmanship. (6 hr lecture studio)

ART 2372 Lettering and Signwriting 2 SH
 A course designed to familiarize the student with the business of hand lettered showcards and sign writing. To help the student develop skills and techniques necessary to become efficient as a professional. (1 hr lecture, 2 hr studio)

ART 2513 Painting I 3 SH
 (Prerequisite: ART 1323 and 1423) Introduction to painting principles and techniques. (6 hr lecture studio)

ART 2523 Painting II 3 SH
 (Prerequisite: ART 2513) Advanced problems in different media (6 hr lecture studio)

ART 2533 Watercolor (Painting III) 3 SH
 (Prerequisite: ART 1323 and 1413) Introduction to watercolor painting. Emphasis on preparation of materials selection of subject matter, and development of individual techniques. (6 hr lecture studio)

The Courses

ART 2613	Ceramics I	3 SH
Principles and methods of making pottery by hand using slab, coil, hump mold, clay sculpture and other pottery techniques with an introduction to the potter's wheel. (6 hr lecture studio)		
ART 2623	Ceramics II	3 SH
(Prerequisite: ART 2613) Continuation of ART 2613 with emphasis on production by use of the potter's wheel. (6 hr lecture studio)		
ART 2713	Art History I	3 SH
Survey course. Prehistoric to Renaissance. Open to all students. (3 hr lecture)		
ART 2723	Art History II	3 SH
Renaissance to Twentieth Century. Open to all students. (3 hr lecture)		
ART 2913	Special Studio	3 SH
(Prerequisite: Six hours of courses in the area selected for special studio and recommendation by the art faculty) Independent study in an area of special interest. Course designed for the exceptional student. (6 hr studio)		

BANKING AND FINANCE TECHNOLOGY

TBF 1113	Principles of Banking Operations	3 SH
Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hr lecture)		
TBF 1123	Money and Banking	3 SH
Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. (3 hr lecture)		
TBF 1133	Bank Management	3 SH
New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. (3 hr lecture)		
TBF 1143	Savings and Time Deposit Banking	3 SH
Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences.		
TBF 1153	Bank Letters and Reports	3 SH
For bank officers, supervisors, and employees who dictate or review correspondence. The mechanical forms of bank letters and the psychological principles that help the letter writer achieve best results. Reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. (3 hr lecture)		
TBF 1163	Supervision and Personnel Administration	3 SH
Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. (3 hr lecture)		
TBF 1173	Law and Banking	3 SH
Introduction to basic American law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code. (3 hr lecture)		
TBF 1183	Management Fundamentals	3 SH
Introduces student to the skills and techniques needed by managers. Focuses on the basic management functions. Designed for management trainees and new mid-level managers. (3 hr lecture)		
TBF 1213	Agriculture Finance	3 SH
General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. (3 hr lecture)		
TBF 1223	Real Estate Finance	3 SH
Varied real estate mortgage credit operations of commercial banks. Main areas of real estate: (1) the manner in which funds		

are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Introduction to the vocabulary of real estate assistance in the mortgage market; and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers; analysis of mortgage credit; policies related to collection; administration of a bank's mortgage portfolio and the analysis of real estate investment yields. (3 hr lecture)

TBF 1313 Analyzing Financial Statements 3 SH

Organized into two main sections: characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. (3 hr lecture)

TBF 1323 Bank Cards 3 SH

An overview of the bank card industry. Dual objectives: to help the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The inter-related nature of the various bank card functions. Types of credit cards in use and their functions and the cardholder's profile, attitudes, and behavior; and credit-card operations-marketing, authorization, customer service, cost analysis and control, collection policies and procedures, and security and fraud. Evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. (3 hr lecture)

TBF 2113 Credit Administration 3 SH

Directed toward the executive level. Concerns statement and discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans. (3 hr lecture)

TBF 2123 Installment Credit 3 SH

Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 hr lecture)

TBF 2133 Introduction to Commercial Lending 3 SH

This course is designed to give an overview of the bank's commercial lending function. It also stresses the need for a solid relationship between the bank's commercial customer and the lending officer as well as the importance of commercial loans to the bank's portfolio. (3 hr lecture)

TBF 2213 Bank Public Relations and Marketing 3 SH

Basis of public relations, both internal and external, and the why, the what, and some of the how of public relations and marketing. Over-view for all bankers of the essentials of bank public relations and marketing. (3 hr lecture)

TBF 2223 Financing Business Enterprise 3 SH

Differences between lending and investing. Investing in a corporation and financing a corporation. Presented from the viewpoint of the corporated treasurer. (3 hr lecture)

TBF 2313 Bank Investments 3 SH

Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. (3 hr lecture)

TBF 2413 Trust Functions and Service 3 SH

Services rendered by institutions engaged in trust business. Introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. (3 hr lecture)

TBF 2423 International Banking 3 SH

Basic framework and fundamentals of international banking; how money is transferred from one country to another, how trade is finance, what the international agencies are and how they supplement the currency to another country. (3 hr lecture)

TBF 2513 Fundamentals of Bank Data Processing 3 SH

Broadly based and non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions on the basis of what everyone in banking must know about the characteristics of automation; a general briefing on the essentials of bank data processing. Practical approach to equipment and techniques applied to the automation of banking systems. (3 hr lecture)

TBF 2523 Federal Reserve Systems 3 SH

Operations and policies of the Federal Reserve System during critical periods over the past 60 years. Topical rather than chronological, enabling students to compare and contrast Federal Reserve policies dealing with similar problems at different

periods. Attention to international monetary affairs and economic developments affecting the American Fiscal system. (3 hr lecture)

TBF 2613 Business Administration 3 SH

Emphasis on the managerial responsibility of carefully coordinating the many facets of a business enterprise. Stresses administration, financial management, production, labor-management relations, marketing, coordination and control, and public relations. (3 hr lecture)

TBF 2713 Management of Commercial Bank Funds 3 SH

Principles of finance as applied to the operation of a profit seeking (nonbank) firm. Active participation in the process of financial administration and decision-making to teach the student to use the tools and techniques necessary for the efficient financial management of a modern business enterprise. (3 hr lecture)

TBF 2813 Management of Commercial Bank Funds 3 SH

Necessary principles for developing an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions. Brings together policies in the areas of loans, deposits, investments, and capital and related each to the other. (3 hr lecture)

TBF 2823 Negotiable Instruments and the Payment Mechanism 3 SH

The presentation, review, and discussion of the legal aspects of negotiable instruments used in bank deposit and collection operation and the payments mechanism. (3 hr lecture)

TBF 2833 Federal Regulation of Banking 3 SH

A concise description of the nature and scope of federal regulation of banking. Focus primarily on the why and what of federal banking regulation. (3 hr lecture)

TBF 2843 Branch Management 3 SH

Necessary principles for developing adequate branch management of operations, lending and management functions. The course brings together policies in the areas of branch organization, teller functions, branch staffing operations, branch budgeting, platform functions, managerial operations, commercial lending, loan documentation, collateral, financial statements, elements of the financial statement, evaluating loan requests, credit checking, roles of the branch manager, theories of motivation, job enrichment, management by objective, performance evaluation, transactional analysis, and conflict resolution. (3 hr lecture)

BIOLOGY

BIO 1133 General Biology I 3 SH

Designed to show the unity of life underlying the diversity of organisms with emphasis on organization, cells, reproduction, and development and regulation of the internal environment. (2 hr lecture, 2 hr lab)

BIO 1143 General Biology II 3 SH

Continuation of BIO 1133 with emphasis on responsiveness and coordination, evolution, and ecology. (2 hr lecture, 2 hr lab)

BIO 1314 Botany I 4 SH

Introduction to the study of plant life. A study of structure and functions of seed plants. (3 hr lecture, 2 hr lab)

BIO 1324 Botany II 4 SH

Plant reproduction and genetics. Algae, fungi, bacteria, mosses, ferns and related plants are studied. (3 hr lecture, 2 hr lab)

BIO 1542 Nephrology 2 SH

Anatomy and physiology of the kidney and its relationship with respiratory and metabolic pH. Applicable to applied science requirements in the Respiratory Therapy Technology Program. (2 hr lecture)

BIO 1552 Nephrology Laboratory 2 SH

Analysis of both normal and abnormal microscopic elements; chemical procedures for albumin, reducing agents, and electrolytes. Applicable to applied science requirements in the Medical Lab Technician Program. (4 hr lab)

BIO 1852 Introduction to Clinical Laboratory 2 SH

General summary of diagnostic laboratory work. Rules and regulations of general conduct in a hospital laboratory. (2 hr lecture)

BIO 2313 Dendrology 3 SH

(Prerequisite: BIO 1314) Identification, recognition and morphological characteristics of woody plants. (2 hr lecture, 3 hr lab)

BIO 2414	Zoology I	4 SH
Biological principles of animals integrated with a phylogenetic approach to invertebrates. (3 hr lecture, 2 hr lab)		
BIO 2424	Zoology II	4 SH
(Prerequisite: BIO 2414) A continuation of BIO 2414 with emphasis on vertebrates. (3 hr lecture, 2 hr lab)		
BIO 2514	Human Anatomy and Physiology I	4 SH
(Prerequisite: BIO 1133 or 2414, CHE 1224 recommended) Fundamental principles in the anatomy and physiology of the human body. Cell physiology skeletal, integumentary, muscular and nervous systems. (3 hr lecture, 2 hr lab)		
BIO 2524	Human Anatomy and Physiology II	4 SH
(Prerequisite: BIO 2514) Cardiovascular respiratory, digestive, excretory, reproductive and endocrine systems with special emphasis on fluid and electrolyte balance. (3 hr lecture, 2 hr lab)		
BIO 2614	Immunohematology	4 SH
(Prerequisite: BIO 2653) Blood cell antigens and their antibodies. Includes procedures performed in hospital blood banking. Applicable to applied science requirements in Medical Laboratory Technician Program. (2 hr lecture, 4 hr lab)		
BIO 2653	Immunology and Serology	3 SH
Formation of antibodies and their reactions against specific antigens. Includes serological procedures of medical importance. Applicable to applied science requirements in Medical Laboratory Technician Program. (1 hr lecture, 4 hr lab)		
BIO 2924	Microbiology	4 SH
(Prerequisite: BIO 1133 or equivalent) General basic principles of microbiology including cell structure, metabolism, nutrition, the immune response, pathogens, antibiotics, sterilization techniques, viruses, fungi, rickettsiae, bacteria, and other microscopic parasites. (3 hr lecture, 2 hr lab)		
BIO 2965	Pathogenic Microbiology	5 SH
(Prerequisite: BIO 2924) Identification and culture methods for pathogenic bacteria. Applicable to applied science requirements in Medical Laboratory Technician Program (3 hr lecture, 4 hr lab)		
BIO 2973	Parasitology	3 SH
Epidemiology, morphology, and importance of animal parasites with emphasis on those affecting man. For Medical Laboratory Technicians and Biology majors. (2 hr lecture, 2 hr lab)		
BIO 2991	Hemostasis	1 SH
(Co-requisite: BIO 2992 and BIO 2993) Action and interaction of coagulation factors, the extrinsic and intrinsic fibrinolytic pathways, and platelets critical role in hemostasis. Balance of procoagulants as well as inhibitors & the importance of theory as related to coagulation testing. (1 hr lecture)		
BIO 2992	Hematology Laboratory	2 SH
(Co-requisite: BIO 2993) Laboratory course using diagnostic tests for studies of the blood taught in the lecture. Applicable to applied science requirements in the Medical Laboratory Technician Program. (6 hr lab)		
BIO 2993	Hematology	3 SH
(Co-requisite: BIO 2992) Studies of the blood and blood forming tissues, hematopoiesis, morphology of cells, hemostasis and hemolytic disorders. Applicable to applied science requirements in Medical Laboratory Technician Program. (3 hr lecture)		

BIOMEDICAL EQUIPMENT TECHNOLOGY

TBM 1113	Introduction to Biomedical Equipment	3 SH
Emphasis is placed on human physiology to enhance the student's comprehension of the needs and applications of biomedical equipment. The student is introduced to medical equipment. The student is introduced to medical circuits, and how they made the human-equipment interface. (3 hr lecture)		
TBM 2124	Biomedical Equipment I	4 SH
(Prerequisite: Sophomore standing) A course in the theory, application and maintenance of a variety of basic, electrical and mechanical apparatus commonly used in hospitals. Introduction to electrocardiographic equipment: operation, theory, design and circuitry, and trouble seeking techniques. (2 hr lecture, 4 hr lab)		
TBM 2134	Biomedical Equipment II	4 SH
(Prerequisite: Sophomore standing and TBM 2124) A continuation of Biomedical Equipment I. Major emphasis is placed on multi-purpose diagnostic equipment, transducers, transmitters, receiving units and recorders. Introduction to basic X-ray and		

TBT 1133	Data Entry and Retrieval Operations	3 SH
(Prerequisite: TBT 1113 or equivalent) Introduction to the data processing functions of recording, coding, sorting, calculating, summarizing, communicating, storing, and retrieving on the microcomputer. (3 hr lecture)		
TBT 1213	Elementary Shorthand (Shorthand I)	3 SH
Introduction to the principles of Gregg Shorthand. No previous instruction in shorthand required. (3 hr lecture)		
TBT 1223	Intermediate Shorthand (Shorthand II)	3 SH
(Prerequisite: TBT 1213 or equivalent and TBT 1113 or equivalent) Review of the principles of Gregg Shorthand with emphasis upon accuracy and speed. Dictation and transcription on familiar material. (3 hr lecture)		
TBT 1313	Records Management I	3 SH
Introduction to records management. Includes function of records and theory and practice in the operation of systems of alphabetic, numeric, geographic, & subject files. (3 hr lecture)		
TBT 1323	Records Management II	3 SH
(Prerequisite: TBT 1313) Continuation of study of records management. (3 hr lecture)		
TBT 1413	Business Math	3 SH
Study of elementary principles of basic mathematics required in business. (3 hr lecture)		
TBT 1433	Secretarial Accounting I	3 SH
Introduction to the fundamentals of accounting theory and practice for secretarial students. Accounting for single proprietorship covered. (3 hr lecture)		
TBT 1443	Secretarial Accounting II	3 SH
(Prerequisite: TBT 1433) Review and continuation of the fundamentals of accounting theory with emphasis on practical experience. (3 hr lecture)		
TBT 1513	Machine Transcription	3 SH
(Prerequisite: TBT 1113) Introduction to typewriting from machine dictation. (3 hr lecture)		
TBT 1813	Introduction to Microcomputers and BASIC Programming	3 SH
(Prerequisite: TBT 1113 or equivalent) Introduction to microcomputer operations and principles of computer programming using BASIC language. (3 hr lecture)		
TBT 1823	Advanced BASIC Programming	3 SH
(Prerequisite: TBT 1133, 1813) Continuation of the study of BASIC programming with emphasis on file access techniques, program design, and computer generated screen design. (3 hr lecture)		
TBT 2113	Advanced Typewriting (Typewriting III)	3 SH
(Prerequisite: TBT 1123 or equivalent) Continuation of intermediate typewriting with emphasis on skill building and production in specialized areas. (3 hr lecture)		
TBT 2123	Production Typewriting (Typewriting IV)	3 SH
(Prerequisite: TBT 2113 or instructor's permission) Development of typewriting production rate. Practice in planning and typewriting advanced jobs under office conditions. (3 hr lecture)		
TBT 2213	Advanced Shorthand (Shorthand III)	3 SH
(Prerequisite: TBT 1123, 1223) Continuation of Shorthand II with emphasis on developing high levels of proficiency. (3 hr lecture)		
TBT 2223	Dictation and Transcription	3 SH
(Prerequisite: TBT 1123, 1223) Development of shorthand transcription skills. (3 hr lecture)		
TBT 2233	Expert Shorthand	3 SH
(Prerequisite: TBT 2113, 2223) Development of expert levels of writing and transcribing Gregg Shorthand. Shortcuts, speed pointers and writing techniques emphasized. (3 hr lecture)		
TBT 2413	Office Procedures I	3 Sh
(Prerequisite: TBT 1113 or equivalent) Study and application of modern secretarial procedures. (3 hr lecture)		
TBT 2423	Legal Office Procedures I	3 SH
(Prerequisite: TBT 1113 or equivalent) Study of the professional aspects of the work of the legal secretary. (3 hr lecture)		

The Courses

TBT 2433	Office Procedures II	3 SH
(Prerequisite: TBT 2413) Continuation of the study of modern secretarial procedures. (3 hr lecture)		
TBT 2443	Medical Office Procedures	3 SH
(Prerequisite: TBT 1113 or equivalent) Study of the general duties and responsibilities of medical secretaries. (3 hr lecture)		
TBT 2453	Legal Office Procedures II	3 SH
(Prerequisite: TBT 2423) Continuation of the study of the professional aspects of the work of the legal secretary. (3 hr lecture)		
TBT 2523	Electronic Calculators	3 SH
Study of touch system in operation of electronic calculators with business math applications (3 hr lecture)		
TBT 2533	Word Processing I	3 SH
(Prerequisite: TBT 1123) Introduction to various types of automatic typewriting equipment. (3 hr lecture)		
TBT 2543	Word Processing II	3 SH
(Prerequisite: TBT 2533) Continuation of the study of automatic typewriting equipment. (3 hr lecture)		
TBT 2613	Business Communications I	3 SH
(Prerequisite: ENG 1113 and TBT 1113 or equivalent) Introduction to composition of business letters and reports. Application of grammar, typewriting, speech, and human relations skills in simulated office situations. (3 hr lecture)		
TBT 2623	Business Communications II	3 SH
(Prerequisite: TBT 2613) Continuation of the study of business communications. (3 hr lecture)		
TBT 2713	Secretarial Practicum	3 SH
(Prerequisite: All freshman courses and first-semester sophomore courses) Supervised practical applications of theory and skills in various job situations within an office. (1 hr lecture, 4 hr lab)		
TBT 2733	Office Management	3 SH
Study of principles of management as applied to office work. (3 hr lecture)		
TBT 2813	Information Processing I	3 SH
(Prerequisite: TBT 1113 or equivalent) Introduction to information processing concepts with emphasis on the development of word and data processing skills and management techniques. (3 hr lecture)		
TBT 2823	Information Processing II	3 SH
(Prerequisite: TBT 2813) Continuation of the development of information processing skills on the microcomputer with emphasis on supervisory skills and management techniques. (3 hr lecture)		
TBT 2833	Data Base Management	3 SH
(Prerequisite: TBT 1133) Introduction to data base concepts using prewritten data base software on the microcomputer. (3 hr lecture)		
TBT 2843	Microcomputer Business Applications I	3 SH
(Prerequisite: TBT 2813) Introduction to the electronic spread-sheet as an aid to management decision making. (3 hr lecture)		
TBT 2853	Microcomputer Business Applications II	3 SH
(Prerequisite: TBT 2813) Continuation of Microcomputer Applications I, including microcomputer accounting applications. (3 hr lecture)		

CHEMISTRY

Any chemistry lecture course having a concurrent lab course must be accompanied by that lab course unless the student's program of study does not require the lab. Furthermore, if the student has earned previous credit in either the lecture or the lab, the co-requisite requirement is waived.

CHE 1211	General Chemistry Laboratory I	1 SH
(Co-requisite: CHE 1213) Selected laboratory procedures to illustrate the principles taught in lecture. Special attention given to qualitative analysis (cations and anions), to quantitative procedures both gravimetric and volumetric as well as instrumental, and to environmental chemistry. (3 hr lab)		

- CHE 1213 General Chemistry I 3 SH**
 (Prerequisite: Two units of high school algebra or credit or registration in MAT 1313 or its equivalent and one unit of high school chemistry or credit in CHE 1313) Fundamental principles of inorganic chemistry which assumes some prior knowledge of these principles. Special attention is given to atomic structure, chemical bonding, kinetics, properties, and physical properties of gases. Primarily for physical science, engineering, pre-medical pre-veterinary, pre-pharmacy, pre-dental, pre-medical technology, and biology majors. (3 hr lecture)
- CHE 1221 General Chemistry Laboratory II 1 SH**
 (Prerequisite: CHE 1211. Co-requisite: CHE 1223) Selected laboratory procedures to illustrate the principles taught in lecture. A continuation of CHE 1211. (3 hr lab)
- CHE 1223 General Chemistry II 3 SH**
 (Prerequisite: CHE 1213, Co-requisite: CHE 1221) Special attention is given to kinetics, equilibrium, solution chemistry, properties and reaction of acids and bases, and redox. (3 hr lecture)
- CHE 1311 Principles of Chemistry Laboratory I 1 SH**
 (Co-requisite: CHE 1313) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)
- CHE 1313 Principles of Chemistry I 3 SH**
 (Prerequisite: one unit of high school algebra or credit or registration in MAT 1233 or its equivalent. Co-requisite: CHE 1311) Lectures, demonstrations, films and quizzes. Properties of matter and applications of inorganic principles. Serves as the prerequisite course to CHE 1413 and CHE 1213). Primarily for home economics, agriculture, nursing and allied health majors. (3 hr lecture)
- CHE 1321 Principles of Chemistry Laboratory II 1 SH**
 (Prerequisite: CHE 1311. Co-requisite: CHE 1323) Selected procedures to illustrate the principles taught in lecture (3 hr lab)
- CHE 1323 Principles of Chemistry II 3 SH**
 (Prerequisite: CHE 1313. Co-requisite: CHE 1321) This course is primarily for students in home economics, agriculture, and physical education. It is not accepted for physical science majors or for pre-med, engineering, pre-pharmacy, pre-dental, or biological science majors. The course material will emphasize the chemistry of life, environmental and resource implication of chemistry, and the relation of chemistry to consumer material. (3 hr lecture)
- CHE 1411 Introductory Organic and Biochemistry Laboratory 1 SH**
 (Co-requisite: CHE 1413) Selected procedures to illustrate principles taught in lecture. (3 hr lab)
- CHE 1413 Introductory Organic and Biochemistry 3 SH**
 (Prerequisite: CHE 1313 or CHE 1213, Co-requisite: CHE 1411) Fundamentals of organic and biological chemistry. A study of organic compounds of biological importance and some of the fundamental chemical processes associated with human biochemistry. (3 hr lecture)
- CHE 2213 Clinical Instrumentation 3 SH**
 (Prerequisite: CHE 1211, 1213 or CHE 1411, 1413) Study of instruments used for diagnostic procedures in the clinical laboratory. Applicable to applied science requirements in the Medical Laboratory Technician Program (3 hr lecture)
- CHE 2411 Introductory Organic Chemistry Laboratory 1 SH**
 (Co-requisite: CHE 2413) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)
- CHE 2413 Introductory Organic Chemistry 3 SH**
 (Prerequisite: CHE 1223 or CHE 1323, Co-requisite: CHE 2411) Brief course in fundamentals of organic chemistry for students of agriculture, home economics, and others in programs requiring only one semester of organic chemistry. (3 hr lecture)
- CHE 2421 Organic Chemistry Laboratory I 1 SH**
 (Co-requisite: CHE 2423) Selected laboratory procedures to illustrate principles taught in lecture (3 hr lab)
- CHE 2422 Organic Chemistry Laboratory I 2 SH**
 (Co-requisite: CHE 2423) This laboratory course illustrates and reinforces principles taught in lecture (CHE 2423). General areas stressed in this course includes techniques, reactions and properties of hydrocarbons, and natural product isolation. Infrared spectroscopy and gas chromatography are introduced and used throughout the semester. Theory of nuclear magnetic resonance spectroscopy is introduced. (6 hr lab)
- CHE 2423 Organic Chemistry 3 SH**
 (Prerequisite: CHE 1223. Co-requisite: CHE 2421 or CHE 2422) This course includes a study of nomenclature, structure, properties, synthesis, and reactions of alkanes, alkenes and alkynes. A discussion of substitution and elimination reactions

and stereochemistry is presented. (3 hr lecture)

CHE 2432	Organic Chemistry Laboratory II	2 SH
<p>This laboratory course illustrates and reinforces principles taught in lecture (CHE 2433). The experiments selected will include those from the areas of aromatic chemistry; synthesis and reactions of alcohols, aldehydes, ketones, and carboxylic acid derivatives; biomolecules; and qualitative organic analysis. Infrared spectroscopy is used throughout. (6 hr lab)</p>		

CHE 2612	Clinical Chemistry Laboratory	2 SH
(Co-requisite: CHE 2613) Selected laboratory procedures to illustrate principles taught in lecture. Applicable to applied science requirements in the Medical Laboratory Technician Program. (6 hr lab)		

CHE 2623	Introduction to Clinical Pharmacology	3 SH
<p>(Prerequisite: BIO 1514) Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Correlation of appropriate drugs with disease states currently under study in introduction to clinical medicine. Emphasis on effective pharmacologic therapy for common pathologic conditions and selection of drugs based on a careful analysis of the individual patient. (3 hr lecture)</p>		

TCC 1113	An Orientation of Students to the Field	3 SH
An overall view of goals, children, schools, techniques and curriculum; views the past, present and future of early childhood education; presents a global perspective. (3 hr lecture)		

TCC 1124	Child Development II	4 SH
<p>A study of the preschool child ages three through six. The characteristics of their physical, cognitive, emotional and social development, and how behavior can be influenced through planned activities. (3 hr lecture, 2 hr lab)</p>		

TCC 1163	Art for Young Children	3 SH
Experience with children's art in a variety of media. Basic instructions concerning the value of creative art, selection and objective use of art activities. (3 hr lecture)		

TCC 1233	Music for Children	3 SH
<p>A study of the fundamentals of music, sight reading and terminology. Development of a music program and its incorporation into other areas of the curriculum. Overview of commercial and teacher made material. (3 hr lecture)</p>		

TCC 1313	Language Arts for Young Children	3 SH
<p>A study of importance and significance of language development for the preschool child. Emphasis on selection and use of literature to stimulate language conceptual growth; creative activities designed to stimulate language development. (3 hr lecture)</p>		

TCC 2113	Child Nutrition and Health Care	3 SH
Basic information on human nutrition, nutritional values of foods, menu planning, nutritional needs for young children and preparation of meals. (2 hr lecture, 2 hr lab)		

TCC 2124	Methods and Materials of Teaching	4 SH
Critical analysis of teaching materials and their organization into units. Special consideration of math, science, and social concepts. Construction of creative teaching materials. (3 hr lecture, 2 hr lab)		
TCC 2163	Administration of Preschool Programs	3 SH
Overall view of the complete preschool program operation including philosophy, program, personnel, equipment, curriculum and the place of center in the community, a survey of child care facilities are made. (3 hr lecture)		
TCC 2224	Day Care/Kindergarten Practicum I	4 SH
Supervised experience in nursery laboratory school; planning and presentation of various types of learning experiences for young children. (1 hr lecture, 6 hr lab)		
TCC 2264	Day Care/Kindergarten Practicum II	4 SH
A continuation of Practicum I. (1 hr lecture, 6 hr lab)		

CIVIL ENGINEERING TECHNOLOGY

TCE 1111	Introduction to Civil Engineering Technology	1 SH
Beginning course in Civil Engineering. The development, functions, and organization of the engineering profession. An overview of job responsibilities and expectations of the Civil Engineering Technology graduate. (1 hr lecture)		
TCE 1113	Materials of Construction	3 SH
Introductory study of properties. Use and sources of major construction material used in construction of civil projects. (3 hr lecture)		
TCE 1124	Materials Testing Laboratory	4 SH
(Prerequisite: TCE 1113) Classroom study and laboratory practice of the methods and techniques of testing of materials used in heavy construction. The emphasis will be in soils, aggregates, cement, steel, concrete, and asphalt. (2 hr lecture, 4 hr lab)		
TCE 2113	Statics	3 SH
A study of forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space, static and kinetic friction; center of gravity centroids and moments of inertia. (3 hr lecture)		
TCE 2123	Instrumentation and Measurement	4 SH
A study of devices used for engineering measurements, methods of observation and data reduction, presentation of data in engineering format, and interpretation of measurements for use in engineering analysis. (3 hr lecture, 2 hr lab)		
TCE 2133	Basic Soils Engineering	3 SH
Study of the fundamental engineering properties of soil. Application of basic soil mechanics to the design of foundations for bridges, earthwork construction, and other structures. (3 hr lecture)		
TCE 2134	Location/Route Surveying	4 SH
(Prerequisite: TDR 2123) Study of factors affecting route and project locations and methods used in layout of such projects in the field. Design of vertical and horizontal curves and grade control during construction will be practiced in the classroom and in the field laboratory. (2 hr lecture, 4 hr lab)		
TCE 2143	Basic Highway Design	3 SH
Study of basic geometrics of highways, preparation of construction plans, determinations of quantities for earthwork and pavements. Most of the fundamentals of this course are also pertinent to airports, railroads and other earthwork structures. (3 hr lecture)		
TCE 2153	Basic Hydraulics	3 SH
Study of the application of fundamental hydraulic principles to engineering problems in collection, distribution, and disposal of water. (3 hr lecture)		
TCE 2163	Strength of Materials	3 SH
This course will include studies of stress and strain, direct and bearing stresses, torsion, bending, deflections, riveted and welded joints, and other characteristics of engineering structures. (3 hr lecture)		
TCE 2173	Seminar for Engineering Problems	3 SH
Selected problems encountered in geotechnical, structural and hydraulic engineering with emphasis on rationale and approaches to solutions. (3 hr lecture)		

The Courses

- TCE 2183 Introduction to Environmental Engineering 3 SH**
A study of environmental problems associated with engineering projects. Emphasis on environmental impact of projects and solutions. (3 hr lecture)
- TCE 2213 Advanced Highway Design 3 SH**
(Prerequisite: TCE 2143) Continuation of the Basic Highway Design course to include interchange design, traffic and operational studies, pavement design, and safety features. (2 hr lecture, 2 hr lab)
- TCE 2223 Quality Control of Construction 4 SH**
Study and practice in the techniques of quality control of engineering works. The student will learn how to develop quality control plans, methods of record keeping, and testing required for confirmation of quality control. (2 hr lecture, 4 hr lab)

COMMERCIAL DESIGN & ADVERTISING

- TCD 1123 Display Design 3 SH**
(Prerequisite: TCD 1143 or consent of instructor) Three dimensional emphasis in commercial window, counter, and inter-display. (6 hr lab)
- TCD 1133 Photography I 3 SH**
(Prerequisite: 35mm camera) A basic introduction to 35mm black and white photography with emphasis on the camera, exposure, composition, lighting, and basic darkroom techniques involving negative developing and printmaking. (2 hr lecture, 2 hr lab)
- TCD 1143 Commercial Design and Advertising Laboratory I 3 SH**
Laboratory course designed to provide selected experiences involving layouts, renderings illustrations, lettering, paste-ups, mechanicals, typesetting, and camera-ready art. Available to TCD students only. (6 hr lab)
- TCD 2113 Basic Advertising Design I 3 SH**
(Prerequisite: TCD 1143) Illustration, forms, layout designs, cartooning, newspaper ads, mechanical color separations, color keys, and darkroom techniques. (6 hr lab)
- TCD 2123 Basic Advertising Design II 3 SH**
(Prerequisite: 2113) Continuation of Basic Advertising Design I developing composition, political advertising, and advertising campaign, and advertising production utilizing mechanical color separations, color key, and acetate screens and lettering. (6 hr lab)
- TCD 2133 Photography II 3 SH**
(Prerequisite: TCD 1113 and a 35mm camera) A continuation of TCD 1133 with emphasis on specialized assignments, camera techniques and darkroom techniques. (2 hr lecture, 2 hr lab)
- TCD 2153 Commercial Design and Advertising Laboratory II 3 SH**
(Prerequisite: TCD 1143) Continuation of TCD 1143 with concentration on artwork, color, newspaper advertising, magazine advertising, television, direct mail, posters, and logo design. (6 hr lab)
- TCD 2163 Practical Advertising Techniques 3 SH**
Sophomore portfolio preparation and simulated job experience or control class for on-the-job training. Available to TCD students only. (1 hr lecture; 6 hrs per week simulation or on-the-job, minimum)
- TCD 2183 Special TCD Studio II 3 SH**
(Prerequisite: TCD 2173) Continuation of independent study with emphasis in an area of special interest to the student other than that covered in TCD 2173. (1 hr critique, 5 hr lab)

COMMUNICATIONS

- COM 1116 Communications 6 SH**
Basic concepts of planning and developing written and oral communication, with emphasis on application of the concepts. Includes related skills in reading, listening, and visual perception. Equivalent to and may be substituted for ENG 1113 and SPT 1113. (6 hr lecture)

COM 1183	Human Communications	3 SH
To help the learner recognize the extent to which communication functions in his or her life; how inability to communicate contributes to personal, local, national, and international problems; how effective communication can lead to a better life and to a better society. (3 hr lecture)		

COMPUTER AIDED DESIGN TECHNOLOGY

TCG 1116	Computer Aided Design I	6 SH
(Prerequisite: TDR 1213) Design-oriented graphics based on mechanical applications. (3 hr lecture, 6 hr lab)		
TCG 1126	Computer Aided Design II	6 SH
(Prerequisite: TCG 1116) Design-oriented graphics based on specialized application. (3 hr lecture, 6 hr lab)		
TCG 1136	Introduction to Computer Aided Drafting	6 SH
(Prerequisite: TCG 1126) Introduction to components of a computer aided drafting system, basic drawing creation, editing drawings, dimensioning, three-dimensional drawings, shape library, drawing management, and plot generation. (3 hr lecture, 6 hr lab)		
TCG 1146	Computer Aided Drafting Seminar	6 SH
(Prerequisite: TCG 1136) Research carried out by the student in major area of computer aided drafting. Presentation of ideas in the form of drawings. Emphasis on actual methods and practice as used in industry. (3 hr lecture, 6 hr lab)		

COMPUTER AIDED MANUFACTURING TECHNOLOGY

Machine Tool Processes Option

TCM 1116	Computer Aided Manufacturing I	6 SH
(Prerequisite: TMT 1403, TMT 1614) Introduction to computer aided machinery; computer numerical control, mill and lathe. (3 hr lecture, 6 hr lab)		
TCM 1126	Computer Aided Manufacturing II	6 SH
(Prerequisite: TCM 1116) Practical operations of computer assisted machinery piece parts, such as die section and components. (3 hr lecture, 6 hr lab)		
TCM 1136	Basic Die Making	6 SH
(Prerequisite: TCM 1126) Fundamentals of blanking and pierce dies, die life in relation to production. Construction of die-blocks and piercing die mounting and press testing. (3 hr lecture, 6 hr lab)		
TCM 1146	Advance Die Making	6 SH
(Prerequisite: TCM 1136) Advance die making practices, construction of progressive dies and additional die types. (3 hr lecture, 6 hr lab)		

COMPUTER SCIENCE

CSC 1113	Introduction to Computer Programming	3 SH
Includes file structures, data bases, and operating systems. Applications place particular emphasis on business systems and operations.		
CSC 1213	BASIC Computer Programming	3 SH
Fundamentals of BASIC programming including aspects of scientific and business BASIC. Program statements, algorithms, and routines common to a wide variety of BASIC languages. Application to both minicomputers and large systems.		
CSC 2123	Introduction to COBOL Programming	3 SH
Includes file structures, data bases, and operating systems. Applications place particular emphasis on business systems and operations.		
CSC 2133	Advanced Computer Programming	3 SH
An introduction to computer architecture, hardware, software, and programming in an assembly language.		

CSC 2323	FORTTRAN Programming and Application	3 SH
A course primarily for mathematics, engineering, and science majors. Emphasis on the structure of the FORTRAN language and its application to problems in mathematics, engineering and the sciences.		

COOPERATIVE EDUCATION

A maximum of 12 hours total can be earned for the Co-op work experience. Variable credit (1 - 3 hours) will be awarded on the basis of the number of hours work per week.

30 hours or more	3 SH
20-29 hours	2 SH
15-19 hours	1 SH
To be offered on a TBA basis	

COE 1011-1013	Cooperative Education Work Experience I	1-3 SH
First supervised work experience is done in a job setting related to the student's major field of study. Under the supervision of the Director of Cooperative Education and Placement and department chairperson.		
COE 1021-1023	Cooperative Education Work Experience II	1-3 SH
(Prerequisite: COE 1011-1013) Second supervised work experience.		
COE 1031-1033	Cooperative Education Work Experience III	1-3 SH
(Prerequisite: COE 1021-1023) Third supervised work experience.		
COE 1041-1043	Cooperative Education Work Experience IV	1-3 SH
(Prerequisite: COE 1031-1033) Fourth supervised work experience.		
COE 1051, 1061, 1071, 1081	Cooperative Education Work Experience V-VII	0 SH
(Prerequisite: COE 1041-1043)		

CRIMINAL JUSTICE

CRJ 1313	Introduction to Criminal Justice	3 SH
History, development, and philosophy of law enforcement in democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. (3 hr lecture)		
CRJ 1323	Police Administration and Organization	3 SH
Principles of police organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (3 hr lecture)		
CRJ 1363	Introduction to Correction	3 SH
A study of the correctional process from conviction to institutionalization. Includes a history of punishment and prisons, a study of rehabilitation in prisons and an analysis of the rights of inmates. (3 hr lecture)		
CRJ 1383	Criminology	3 SH
Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. (3 hr lecture)		
CRJ 2243	Riot Control	3 SH
Theory and practice in control of mobs and crowds, defense tactics, use of firearms, and control of explosives and dangerous articles. (34 hr lecture, 40 hr field work per semester)		
CRJ 2313	Police Operations	3 SH
Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traf- fic, investigative, juvenile, vice, and other specialized operational units. (3 hr lecture)		

CRJ 2323	Criminal Law	3 SH
Local, state, and federal laws; their development, application, and enforcement (3 hr lecture)		
CRJ 2333	Criminal Investigation	3 SH
Fundamentals of criminal investigation; theory and history; crime scene to court room with emphasis on technique appropriate to specific crimes. (3 hr lecture)		
CRJ 2393	Criminalistics	3 SH
Physical evidence, collection, identification, preservation, and transportation; crime laboratory capability and limitations; examination of physical evidence within resources of the investigator and demonstration of laboratory criminalistics to the extent supported by existing or available facilities. (3 hr lecture)		
CRJ 2413	Law of Evidence	3 SH
Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search and seizure, collection of evidence, discretion, and related topics. (3 hr lecture)		
CRJ 2513	Law Enforcement and the Juvenile	3 SH
The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile elective agencies. Processing, detention and disposition of cases. Statutes and court proceedings applied to juveniles. (3 hr lecture)		
CRJ 2901	General Criminal Investigation Seminar	1 SH
Designed to acquaint the student with recent developments in the field of criminal investigations and with more advanced methods and techniques used in criminal investigations. (20 hr lecture)		
CRJ 2912	Narcotics Investigation Seminar	2 SH
Designed to provide the student with educational experiences necessary to effectively identify and investigate narcotics violations. (40 hr lecture)		
CRJ 2021	Homicide Investigation Seminar	1 SH
Designed to provide the student with educational experience necessary to effectively investigate homicide violations. (18 hr lecture)		
CRJ 2931	Legal Matters Seminar	1 SH
Designed to provide the student with a general knowledge of criminal law and with specific legal procedures required to investigate violations of criminal statutes. (20 hr lecture)		
CRJ 2941	Motor Vehicle Theft Seminar	1 SH
State and federal statutes regarding motor vehicles, identifying motor vehicles, modus operandi in theft of motor vehicles, types of theft, disposing of the stolen vehicle, documents in regard to motor vehicles, physical evidence in motor vehicle theft cases and investigative techniques. (24 hr lecture)		
CRJ 2951	Sex Crimes Seminar	1 SH
The perversion, motivating influences in sex offense, the obscene telephone caller and letter writer, homosexuality, the lust murderer, and the child molester, physical evidence in sex crimes, and state laws applicable to sex offenses. (29½ hr lecture)		
CRJ 2961	Advanced Narcotics Investigation Seminar	1 SH
Advanced methods of narcotics and drug enforcement as well as newly developed specialized equipment (34 hr lecture)		
CRJ 2971	Accident Investigation Seminar	1 SH
State and city statutes regarding operation of motor vehicles, determining the type of violation, procuring the physical evidence necessary for prosecution and preparation of necessary reports required in an effective accident investigation. (20 hr lecture)		
CRJ 2982	Advanced Accident Investigation Seminar	2 SH
Designed to provide the student with an understanding of the traffic problem, the police role and reasons for accident investigation. Also identification, description, gathering, and recording of factual data necessary for planning an effective accident prevention program. (70 hr lecture and lab)		
CRJ 2991	Police Management and Leadership Seminar	1 SH
Principles of police organization and management as applied to law enforcement agencies. Introduction to concepts of organizational behavior. To provide the knowledge necessary to interpret and implement management theories in coping with human relationships involving the management system. (40 hr lecture)		

DENTAL ASSISTING

TDA 1111	Orientation	1 SH
Beginning course in dental assisting. The development, function, status, and organization of the dental profession; and of the legal, ethical, moral and professional responsibilities of the dental assistant. (1 hr lecture)		
TDA 1124	Dental Materials	4 SH
Study of the physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operator and dental laboratory. (3 hr lecture, 3 hr lab)		
TDA 1133	Practice Management	3 SH
Comprehensive study of the dental office business procedures. Topics covered; patient contact, patient records, insurance, financial records, telephone usage, office management, and professional ethics. (3 hr lecture)		
TDA 1142	Dental Health Education	2 SH
Study of the nutritional needs of the body. Emphasis on nutritional requirements for maintaining good oral hygiene. Comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. (2 hr lecture)		
TDA 1213	Dental Science I	3 SH
Physiology, anatomy, and morphology as related to the oral cavity. Content organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. (3 hr lecture)		
TDA 1223	Dental Science II	3 SH
(Prerequisite: TDA 1213) Microbiology, embryology, pathology, and pharmacology as related to dentistry. Content organized to give the student basic information required to effective dental assisting. (3 hr lecture)		
TDA 1314	Chairside Assisting I	4 SH
Comprehensive study of information relating to assisting at the dental chair. Laboratory sessions include all phases of chair-side assisting from seating the patient to post operative care of the treatment room. (2 hr lecture, 6 hr lab)		
TDA 1323	Chairside Assisting II	3 SH
(Prerequisite: TDA 1314) Continuation of the study of information related to assisting at the dental chair. Emphasis on techniques utilized in performing all dental procedures at the chair. Special consideration to assisting in the dental specialties. (2 hr lecture, 2 hr lab)		
TDA 1333	Chairside Assisting III	3 SH
(Prerequisite: TDA 1314) Continuation of Chairside Assisting II. (2 hr lecture, 2 hr lab)		
TDA 1413	Supervised Clinical Experience I	3 SH
Supervised clinical experience in an authorized dental clinic 16 hours per week plus one hour per week seminar with an instructor.		
TDA 1422	Supervised Clinical Experience II	2 SH
Supervised clinical experience in an authorized dental clinic for the equivalent of 8 hours per day for 16 days. (128 clinical hours)		
TDA 1513	Dental Radiology I	3 SH
Principles and safety precautions in dental radiology. Laboratory sessions include positioning, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs. (2 hr lecture, 3 hr lab)		
TDA 1522	Dental Radiology II	2 SH
(Prerequisite: TDA 1513) Continuation of Dental Radiology I. Emphasis placed on clinical competence in exposing periapical radiographs. (4 hr lab)		

DIESEL TECHNOLOGY

TDM 1113	Diesel Introduction	3 SH
Introduction to diesel fuel systems; a study of diesel lubricating systems, diesel cooling, air intake, and exhaust systems; and diesel electrical systems. (2 hr lecture, 2 hr lab)		
TDM 1123	Maintenance and Electrical	3 SH
Diesel engine operation; maintenance of diesel lubricating and fuel systems; maintenance of diesel air, exhaust, and cooling systems; maintenance of diesel engines. (2 hr lecture, 2 hr lab)		

TDM 1133	Diesel Cylinder Block	3 SH
Diesel engine disassembly; diesel cylinder block and components. (2 hr lecture, 2 hr lab)		
TDM 1143	Diesel Engine Operation	3 SH
The function and maintenance of diesel cylinder heads, cylinder head components, and valve operating mechanism. Diesel fuel systems (specifications, testing, and troubleshooting); diesel intake systems and exhaust systems; diesel cooling lubricating systems. (2 hr lecture, 2 hr lab)		
TDM 1153	Diesel Engine Rebuild	3 SH
A complete coverage of diesel engine assembly; diesel engine tune-up and run-in; and analysis of diesel engines; and an introduction to diesel engine rebuilding. (2 hr lecture, 2 hr lab)		
TDM 2115	Diesel Assembly, Inspection and Run-in	5 SH
Rebuild shop practices (diesel); diesel engine disassembly; and function, inspection, assembly and rebuilding of diesel cylinder block group. Diesel accessory equipment and adaptations; and diesel engine testing and run-in. (2 hr lecture, 4 hr lab)		
TDM 2213	Diesel Engine Cylinder Heads	3 SH
Diesel cylinder heads, cam followers, tappets, and rocker levels are included in this segment. Diesel Cummins PT fuel systems; diesel lubricating and cooling systems; and diesel drive units, intake and exhaust systems. (2 hr lecture, 2 hr lab)		
TDM 2223	Gasoline Fuel and Ignition Systems	3 SH
Gasoline fuel systems and gasoline ignitions systems. (2 hr lecture, 2 hr lab)		
TDM 2233	Gasoline Maintenance	3 SH
Tune-up of gasoline engines (diagnostics): gasoline engine maintenance, fuel system maintenance and overhaul engine maintenance, ignition system component maintenance and overhaul. (2 hr lecture, 2 hr lab)		
TDM 2243	Diesel Brakes, Steering, Drive Systems	3 SH
Diesel air brake systems, diesel clutches, universals, propeller shafts, and axle assemblies; diesel transmissions; and diesel steering, springs, wheels, and tire. (2 hr lecture, 2 hr lab)		
TDM 2314	Diesel Injection, Air Systems	4 SH
Diesel Fuel systems; American Bosch systems; master injection systems; cooling air intake and exhaust systems. (2 hr lecture, 4 hr lab)		
TDM 2324	Truck Lubricating, Overhaul, Air Conditioners	4 SH
Lubricating systems; engine maintenance; engine overhaul; and air conditioning (truck). (2 hr lecture, 4 hr lab)		

DIETETIC ASSISTANT PROGRAM

TDT 1113	Food Service Systems Management I	3 SH
First in a series of four integrated courses in institutional food management. Overview of the basic fundamentals: food acceptance, food combinations, specification, selection, purchasing, storage, menu structure, food preparation, and legislation. (2 hr lecture, 2 hr lab)		
TDT 1123	Food Service Systems Management II	3 SH
(Prerequisite: TDT 1113) Detailed study of quantity food preparation with emphasis on: quantity menu structure; food, service and recipe standardization; food quality evaluation, utilization of left-overs; merchandising and promotion. Convenience foods and product development briefly surveyed. (2 hr lecture, 2 hr lab)		
TDT 1133	Health Science and Medical Terminology for Dietetic Assistant	3 SH
A comprehensive coverage of the basic concepts of science and their relationship to normal and abnormal human structure and function. The major systems of the body discussed in detail. Includes terms related to all areas of medical science with emphasis on nutritional care. (3 hr lecture)		
TDT 1213	Nutrition Care I	3 SH
Background understanding of food and habits in relation to nutrition. Emphasis on nutrition care throughout the life cycle, digestion, metabolism, and body functions. (3 hr lecture)		
TDT 1223	Nutrition Care II	3 SH
Fundamentals of nutrition in health care. Instruction in therapeutic diets: food allowances and diet writing. Emphasis on terminology, diet foods, and patient tray set-up. (3 hr lecture)		

The Courses

TDT 1312	Health Field Study Seminar	2 SH
Guest speakers, field trips, and multi-media materials presented to define relationships existing between health care occupations. (2 hr lecture)		
TDT 1413	Safety and Sanitation	3 SH
Detailed study into sanitary practices in food service. Emphasis on micro-organisms, food spoilage, foodborne illnesses, personal hygiene, safety standards. Cleaning procedures discussed. (3 hr lecture)		
TDT 1512	Supervised Field Experience I	2 SH
Supervised observation in authorized health care facilities. Forty-five clock hours plus one hour per week seminar with instructor.		
TDT 1522	Supervised Field Experience II	2 SH
Ninety clock hours of practical experience in an authorized school facility plus one hour per week seminar with instructor.		
TDT 1533	Supervised Field Experience III	3 SH
One hundred and thirty-five clock hours of practical experience in an authorized health care facility plus one hour per week seminar with instructor.		
TDT 2133	Food Service Systems Management III	3 SH
Detailed study of institutional food service organization and administration to cover administrative leadership; personnel management, cost control; data processing; employee selection, training, and scheduling. (3 hr lecture)		
TDT 2341	Dietetic Seminar	1 SH
Research carried out by the student in major areas of Dietetics; the field, the roles, and responsibilities. (1 hr lecture)		
TDT 2534	Supervised Field Experience IV	4 SH
One hundred and thirty-five clock hours of practical experience in an authorized health care facility plus one hour per week seminar with instructor.		

DISTRIBUTION & MARKETING TECHNOLOGY

TMD 1211	Professional Development I	1 SH
Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)		
TMD 1221	Professional Development II	1 SH
Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)		
TMD 1233	Salesmanship	3 SH
Salesman in relation to firm, products, and customers. Emphasis on the pre-approach, approach, demonstration, handling of objections, and the close of a sale. (3 hr lecture)		
TMD 1243	Simulated Business Training I	3 SH
Introductory job procedures involving job application and interview, employer-employee relations, customer relations, company policies, rules and regulations. Also experience in selling, package wrapping, and cash register operation. (3 hr lecture)		
TMD 1313	Business Mathematics	3 SH
Emphasis on the study of the fundamental processes, fractions, decimals, percentages, and problem solving. Application of fundamental processes to business problems. (3 hr lecture)		
TMD 2113	Marketing	3 SH
Principles and problems of marketing goods and methods of distribution from the producer or manufacturer to the consumer. Types, functions, practices of wholesalers and retailers in the American marketing system, and efficient marketing techniques in the development and expansion of markets. (3 hr lecture)		
TMD 2123	Textiles	3 SH
Study of basic textile terminology and textile fibers. Emphasis on identification, construction, and fabric finishes. (3 hr lecture)		
TMD 2143	Advertising	3 SH
Role of advertising in a free economy. Place of advertising in the media of mass communication. Advertising appeals; pro-		

duct and market research; selection of media; means of testing the effectiveness of advertising; and advertising copy for various media. (3 hr lecture)

TMD	2163	Personnel Management	3 SH
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Study of the objectives, functions, and organization of personnel programs. Emphasis on job evaluation, selection and placement, education and training, employee services and relationships, and management-labor relations. (3 hr lecture)

TMD 2173	Sales Management	3 SH
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Study of successful sales executive's qualities and characteristics. Emphasis on pricing, distribution, promotion, and brand management; also managerial decisions involved in recruiting, selecting, training, and motivating salesmen. (3 hr lecture)

TMD 2211	Professional Development III	1 SH
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Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

TMD 2213	Fashion Modelling	3 SH
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Basic principles of fashion modeling and fashion show production. (3 hr lecture)

TMD	2221	Professional Development IV	1 SH
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Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

TMD 2233	Fashion Merchandising	3 SH
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Introduction to the field of fashion with emphasis on its historical development and trends, career opportunities, marketers, and merchandising methods. (3 hr lecture)

TMD 2243	Retailing I	3 SH
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Introduction to retailing with emphasis on the organization of retail institutions. Personnel, buying and merchandising functions. (3 hr lecture)

TMD 2253	Retailing II	3 SH
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Continuation of Retailing I with emphasis on financial control, customer operations, sales promotion, store management, and other business functions. Attention to systematic problem-solving techniques. (3 hr lecture)

TMD 2263	Simulated Business Training II	3 SH
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Selected experiences involving buying, sales promotion, inventory procedures, and marketing research. (3 hr lecture)

TMD 2273	Fashion Buying	3 SH
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Comprehensive study of fashion buying principles designed to prepare the student for employment as an assistant buyer or buyer of fashion merchandise. (3 hr lecture)

TMD	2283	Fashion Design	3 SH
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Fashion design history, color theory, and styling terminology. Emphasis on silhouette, color, and accessories. (3 hr lecture)

TMD 2513	Principles of Management	3 SH
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Study of the basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in the business enterprise. (3 hr lecture)

TMD 2523	Marketing and Management Cases	.3 SH
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(Prerequisite: TMD 2113 and TMD 2513) Selected case studies in marketing and management to give the student greater depth in business decision making. (3 hr lecture)

TMD 2713	Principles of Real Estate	3 SH
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A survey of the problems involved in the acquisition, transfer, operation, and management of real estate. (3 hr lecture)

TMD 2723	Real Estate Law	3 SH
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The law of real property and the law of estate brokerage. (3 hr lecture)

TMD	2733	Real Estate Sales	3 SH
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A study of the methods and techniques employed by real estate salespersons in the sale and promotion of real estate. (3 hr lecture)

TMD	2743	Real Estate Appraisal	3 SH
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Methods, procedures, and evaluation techniques of appraising commercial and residential real property under various conditions. (3 hr lecture)

TMD 2753	Real Estate Finance	3 SH
Analysis of real estate financing; includes sources and procedures for financing different types of real estate. (3 hr lecture)		

DRAFTING AND DESIGN TECHNOLOGY

TDR 1113	Introduction to Drafting	3 SH
Introduction to the field of drafting with emphasis on its historical development and trends, use and care of instruments, lettering, geometric construction, freehand sketching, orthographic projection, sections, auxiliaries, pictorial drawing, and sketching and a survey of drafting career opportunities to include electrical and piping, structural, topographic, machine and architectural drafting. (1 hr lecture, 4 hr lab)		
TDR 1116	Fundamentals of Drafting	6 SH
Instruction in use and care of instruments, drafting fundamentals, applied geometry, orthographic drawing and sketching, pictorial drawing and sketching, auxiliaries, sections and conventions, and technical lettering. (3 hr lecture, 6 hr lab)		
TDR 1123	Building Construction Processes	3 SH
Instruction on materials and processes used in construction to provide background for students in technology. Emphasis on the sixteen divisions used in construction specifications including: the construction process and the materials, their properties, manufacture, characteristics, and use. (3 hr lecture)		
TDR 1213	Machine Drafting	3 SH
(Prerequisite: TDR 1116) Instruction in threads and fasteners, drawings and the shop, charts, graphs and diagrams, gears and cams, jigs and fixtures, and working drawings. (1 hr lecture, 4 hr lab)		
TDR 1223	Building Construction Estimating	3 SH
Current estimating principles and practices, application of the principles through the study of blueprints and specifications of buildings actually under construction, and legal documents related to the building industry. (3 hr lecture)		
TDR 1233	Descriptive Geometry	3 SH
(Prerequisite: TDR 1116) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space; to relate them to each other; and to apply these relationships in the solution of drafting problems. (1 hr lecture, 4 hr lab)		
TDR 2113	Topographic Drafting	3 SH
(Prerequisite: TDR 1116) Interpretation, reduction, and recording of data gathered from surveying notes, lettering, symbols, and procedure for the production of maps. (1 hr lecture, 4 hr lab)		
TDR 2116	Architectural Drafting and Design	6 SH
(Prerequisite: TDR 1116 & 1223) Instruction in principles and theory of design, use of modern construction materials, detail and quantity estimating of building costs, preparation of detail working drawings. (3 hr lecture, 6 hr lab)		
TDR 2123	Surveying Practice I	3 SH
(Prerequisite: TDR 1116 and MAT Level II) Theory and field work in measurements, land surveying, and grading. Staking out lot lines, building lines, grade and utility line. (1 hr lecture, 4 hr lab)		
TDR 2126	Introduction to Computer Aided Drafting	6SH
(Prerequisite: TDR 1213) Introduction to the basic concepts and components of a CAD System, the command structure, shape generation and editing drawings, measuring and dimensioning drawings creating two and three dimensional orthographic drawings and models. (3 hr lecture, 6 hr lab)		
TDR 2214	Structural Drafting	4 SH
(Prerequisite: TDR 1116) Instruction in basic principles and procedures of structural features such as buildings, bridges and highway construction and structural steel. (2 hr lecture, 4 hr lab)		
TDR 2223	Highway Drafting	3 SH
(Prerequisite: TDR 1116) This course includes the development of highway plans and profiles. Detail work in the construction of bridges and culverts is included. (1 hr lecture, 4 hr lab)		
TDR 2224	Electrical and Piping Drafting	4 SH
(Prerequisite: TDR 1116) Introduction and development of the techniques, planning and drafting of electrical plans, and pipe drafting as used in refinery and petrochemical plants and the terms and equipment that make up an installation. (2 hr lecture, 4 hr lab)		

TDR 2413	Surveying Practice II	3 SH
(Prerequisite: TDR 1116 & 2123) Continuation of TDR 2123 and TDR 2113 with emphasis on the development of sophisticated field methods, drafting techniques and applications. (1 hr lecture, 4 hr lab)		
TDR 2416	Drafting Seminar	6 SH
(Prerequisite: TDR 1116 & sophomore standing in Technical Drafting) Research carried out by the student in major area of drafting. Presentation of ideas in the form of drawings, models and other media as needed. Emphasis on actual methods and practice as used in industry. (3 hr lecture, 6 hr lab)		
TDR 2423	Land and Geological Drafting	3 SH
(Prerequisite: TDR 1116) Land Map terminology, data and division including longitude and latitude, surveys, acreage and meets and bounds. Interpretation and recording data showing distribution and sections of various rock types and structural features on lithographic, statistical and ispace maps. (1 hr lecture, 4 hr lab)		
TDR 2433	Cartographic Drafting	3 SH
(Prerequisite: TDR 1116) Instruction in the basic principles of the art of map making, the processes and procedures used through all stages of map production, the correct use of the cartographer's tools and equipment, and the various reproduction methods employed. (1 hr lecture, 4 hr lab)		
TDR 2443	Supervised Field Experience I	3 SH
(Prerequisite: TDR 1116 & sophomore standing in Technical Drafting) Supervised and approved on-the-job training. (1 hr lecture, 40 hrs on-the-job training lab, minimum)		
TDR 2453	Supervised Field Experience II	3 SH
(Prerequisite: TDR 1116 & sophomore standing in Technical Drafting) Supervised and approved on-the-job training. (1 hr lecture, 40 hrs on-the-job training lab, minimum)		

ECONOMICS

ECO 1133	Consumer Economics	3 SH
Introduction to basic concepts of economics and consumer behavior. Emphasis on basic economic principles and current economic problems and policies, consumer buying and budgeting, consumer credit acquisition and utilization, insurance, and estate planning. Applicable to applied science requirements in two-year secretarial science program. (3 hr lecture)		
ECO 2113	Principles of Economics I (Macroeconomics)	3 SH
Introduction to economic principles, problems and policies with emphasis on the level of national income, employment, and prices. (3 hr lecture)		
ECO 2123	Principles of Economics II (Microeconomics)	3 SH
(Prerequisite: ECO 2113) Continuation of ECO 2113, with emphasis on production, price and distribution theory under various degrees of competition. (3 hr lecture)		

EDUCATION

EDU 1103	Essential College Skills I	3 SH
This course is designed to aid in the development of student potentials in four fundamental areas: improving self-image and awareness, setting life goals (decision-making, value clarification, setting personal priorities), developing effective study skills and habits, and developing classroom learning skills. This course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. (3 hr lecture)		
EDU 1111	Library Science	1 SH
This course gives a general coverage of library classification, card catalog, dictionaries, periodical indexes, and other general reference books. (2 hr lecture)		
EDU 1203	Essential College Skills II	3 SH
A continuation of EDU 1103. (3 hr lecture)		
EDU 1311	Orientation	1 SH
This course is designed to help freshman to adjust to college life. It includes a study of personal and social adjustment. It teaches effective study habits, reading methods, use of the library, note taking, report writing and gives the student guidance in collegiate life. This course is required of all academic freshman students.		

The Courses

EDU 1321	Career Exploration	1 SH
To assist students in selecting a college major. Interest tests, personality inventories, and aptitude tests to help students choose careers. A variety of occupational learning experiences. (2 hr lecture)		
EDU 1513	Introduction to Elementary Education	3 SH
An introduction to elementary schools and the role of teachers. Study of philosophical thought and inquiry in relation to educational assumptions, questions, problems and alternatives. Includes a minimum of 40 hours of field experience in the elementary school.		
EDU 1613	Foundations in Education	3 SH
Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. (3 hr lecture)		
EDU 2613	Introduction to Secondary Education	3 SH
Early field experiences in the secondary school, formulation of a basic philosophy of education. Includes a minimum of 40 hours field experience in junior and/or senior high schools.		
EDU 2713	Survey of Exceptional Children	3 SH
An introduction to the specific education of the exceptional child, including the etiological, psychological, and educational and vocational aspects of exceptionality. Emphasis is on the needs of exceptional youth and current issues in management techniques. (3 hr lecture)		

ELECTRONIC DATA PROCESSING

TDP 1003	Orientation to Data Processing & Computer Literacy	3 SH
(Prerequisite: Math Level Two) A survey of data processing from manual systems through computer systems. An overview of practical application of data processing problems and methods to solve them. The progression of the computer from the early 1900's to the present and what to look for in the future. (3 hr lecture)		
TDP 1013	Introduction to Data Processing	3 SH
Survey of data processing from manual systems through computer systems. Emphasis on practical application of data processing to business problems. An overview of the computer industry and computer programming. (3 hr lecture)		
TDP 1614	Keypunch Operation	4 SH
(Prerequisite: One year of high school typing and credit for or enrollment in TDP 1013) Designed to develop a proficiency in keypunch operation. Study of how to operate the keypunch and practice in keypunch operation. (1 hr lecture, 6 hr lab)		
TDP 1713	Computer Operations	3 SH
Prerequisite: TDP 1013) Designed to develop proficiency in computer operations. Some unit record operation and practice in utilizing utility programs and reacting to error situations on computer systems. Data control also practiced. (2 hr lecture, 2 hr lab)		
TDP 1823	BASIC Programming	3 SH
(Prerequisite: TDP 1013) An introduction to the BASIC Programming language. Practice in writing, compiling, debugging, testing and documenting BASIC programs for business applications. (3 hr lecture)		
TDP 1815	RPG Programming I	5 SH
(Prerequisite: TDP 1013 & Math Level Three, ACT Aptitude score of 12) Designed to introduce the student to the Report Program Generator (RPG) programming language. Practice in writing, compiling, debugging, testing, and documenting RPG programs which utilize the basic features of the language. (2 hr lecture, 6 hr lab)		
TDP 2123	System Analysis & Design I	3 SH
(Prerequisite: Credit for or enrollment in TDP 2815) Use of data processing equipment and management sciences meeting information needs of business. Development and design of data processing systems. Three stages in evolution of system, analysis of present information flow, systems specifications and equipment selections, implementation of system. (3 hr lecture)		
TDP 2163	Systems Analysis & Design II	3 SH
(Prerequisite: TDP 2123) Continuation of TDP 2123. (3 hr lecture)		
TDP 2815	COBOL Programming I	5 SH
(Prerequisite: TDP 1013 & Math Level Three) Designed to introduce the student to the Common Business Oriented		

Language (COBOL). Practice in writing, compiling, debugging, testing, and documenting COBOL programs which utilize the basic features of the language. Necessarily includes a study of flowcharting programs. (3 hr lecture, 4 hr lab)

TDP 2825 RPG Programming II 5 SH

(Prerequisite: TDP 1815, enrollment in TDP 2163) Continuation of TDP 1815. Includes use of most of the features of the RPG language. Special emphasis on systems of programs, multfile applications, and documentation. (2 hr lecture, 6 hr lab)

TDP 2835 COBOL Programming II 5 SH

(Prerequisite: TDP 2815, enrollment in TDP 2163) Continuation of TDP 2815. Includes use of most of the features of the COBOL language. Special emphasis on systems of programs, multfile applications, and documentation. (2 hr lecture, 6 hr lab)

TDP 2843 Job Control Language 3 SH

(Corequisite: TDP 2835) A study of OS-system control using job control language (JCL). Topics include access methods, job control language, catalog procedures, and operation factors. (3 hr lecture)

TDP 2853 Communication Control Systems 3 SH

An introduction to communication control systems/command level coding including file handling, basic mapping, terminal functions, transaction handling, and various CICS functions. (3 hr lecture)

ELECTRONICS TECHNOLOGY**

TEL 1113 Introduction to Electronics 3 SH

An introduction to electronics provides opportunities for beginning students to explore electrical concepts. This course includes soldering techniques, etched circuit board processes, test equipment uses, manufacturing processes and most important safety precautions. (2 hr lecture, 2 hr lab)

TEL 1123 Basic Electronics I (DC Circuits) 3 SH

This course presents the student with concepts of direct-current circuits. Included are ohm's laws, Kirchhoff's voltage and current laws, with emphasis on network theorems. Both theory and laboratory experiences are required. (3 hr lecture, 2 hr lab)

TEL 1134 Basic Electronics II (AC Currents) 4 SH

A continuation of Basic Electronics I. This course includes but is not limited to magnetics, AC concepts, inductance, capacitance, resonance and RLC networks. Emphasis is placed on network analysis and laboratory experiences. (2 hr lecture, 4 hr lab)

TEL 1213 Solid State Devices I 3 SH

This course covers the basic theory of solid state materials. The areas covered include the diode, NPN and PNP junction. Also included are the various methods of biasing and circuit configurations. The common emitter, common base, and common collector circuits will be discussed. A DC analysis of these circuits will also be covered. (3 hr lecture, 2 hr lab)

TEL 2435 Principles of Television 5 SH

This course covers television from broadcast to reception. Failure analysis and rework of receivers is stressed. (2 hr lecture, 6 hr lab)

TEL 2355 Microprocessor Based Systems 5 SH

This course covers the microprocessor as it relates to entertainment systems, including home computers. The course also includes theory and failure analysis of microcomputer controlled games. (3 hr lecture, 4 hr lab)

TEL 2614 Failure Analysis 4 SH

This course is designed to enhance the technician's ability to analyze hardware problems due to component failure. The analytic approach to problem solving, from locating the defect.

TEL 2713 Broadcast Systems 3 SH

Radio frequency broadcast systems are covered in this course including FM mono, FM multiplex, AM, and stereo amplifiers. (2 hr lecture, 2 hr lab)

TEL 2344 Interface and Control 4 SH

A course for the study of microprocessor interfacing with industrial process control systems. Included are I/O devices, sampling, multiplexing, feedback, and data analysis. (3 hr lecture, 4 hr lab)

TEL 2354 Industrial Instrumentation of Control 4 SH

A course for the study of the devices, circuits, and systems which are used for control purposes in industry. The necessary

The Courses

theory and practice are acquired through formal instruction in the classroom with attending demonstrations and experiments. (3 hr lecture, 4 hr lab)

TEL 2513 Robotics I 3 SH

This course is taught in parallel with Digital Principles and Physics III-fluid. Contents include robot fundamentals, fluidic power, positioning, data acquisition, voice synthesis, and interfacing. (2 hr lecture, 2 hr lab)

TEL 2524 Robotics II 4 SH

A continuation of Robotics I. This course covers but is not limited to microprocessor based systems, programming, data handling, and interface design. Emphasis is placed on application and design. (1 hr lecture, 6 hr lab)

TEL 2414 Electronic Communications 4 SH

A study of the most frequently used systems of electronic communications, including the theory of operation, use and servicing techniques applicable to each system. Laboratory exercises are directed toward a hands-on approach to both operation and service. (3 hr lecture, 3 hr lab)

TEL 2611 Electronic Project 1 SH

Designed to assist the student in exploring his/her interest, abilities, and deficiencies as related to the duties of a technician. (2 hr lab)

TEL 1223 Solid State Devices II 3 SH

This course is a continuation of TEL 1213. The areas covered include AC analysis, power supplies and coupling circuits. It will also include RF and audio amplifiers. This course will also cover special solid state devices such as the SCR, DIAC, TRIAC, SCS, JFET, MOSFET, and the UJT. (3 hr lecture, 2 hr lab)

TEL 2314 Digital Principles 4 SH

This is an indepth study of Digital Electronics as they apply to instrument and control systems, and digital computers. This course includes decimal, binary, octal, hexadecimal, logic gates, flip-flops, memories, and I/O devices. (3 hr lecture, 3 hr lab)

TEL 2324 Microprocessors 4 SH

(Prerequisite to this course requires a working knowledge of Digital Principles.) This course is designed to take an analytic approach to the microprocessors. Included are CPU's, I/O devices, memory, data BUS, timing, machine cycles, data strobes, and data communication. (3 hr lecture, 3 hr lab)

** UTICA CAMPUS ONLY

ELECTRONIC SERVICE TECHNOLOGY

TES 1116 Radio/Television Systems 6 SH

(Prerequisite: MST 1224) Introduction to theories of radio and black-and-white/color television, test equipment theory and use in troubleshooting electronics equipment, and testing and repair of radio and black-and-white/color television. (3 hr lecture, 6 hr lab)

TES 1126 Satellite and Antenna Systems 6 SH

(Prerequisite: TES 1116) Introduction to the theories of receiving antennas, television and satellite down link signals, the safety factors to be observed in installation and repair of all types of antennas, and instructions for satellite antenna installation and alignment to receive each satellite. (3 hr lecture, 6 hr lab)

TES 1136 Video Entertainment Systems 6 SH

(Prerequisite: TES 1126) Introduction to the theories of video entertainment systems, and the testing and repair of commercial/home video game machines. (3 hr lecture, 6 hr lab)

TES 1146 Video Disc and Video Cassette Recorder Systems 6 SH

(Prerequisite: TES 1136) Introduction to the theories, testing, and repair of video disc/video cassette recorder systems. (3 hr lecture, 6 hr lab)

ENGINEERING

EGR 2413 Engineering Mechanics 3 SH

(Prerequisite: PHY 2414 or 2313 and credit or registration in MAT 2613) Statics. (3 hr lecture)

EGR 2423 Electric Circuit Theory 3 SH
 (Prerequisite: PHY 2333; credit or registration in MAT 2623 and MAT 2913) Fundamental concepts of laws, network analysis and theorems, state variable formulation, forced and transient response, and steady-state response. (3 hr lecture)

ENGLISH

ENG 1103 Basic Studies in English 3 SH
 (Prerequisite: Raymond Campus requires Placement Level 1; Utica Campus requires Placement Stanine 2 or below) Will not substitute for the English requirements in any curriculum. Stresses basic communication skills - writing sentences and paragraphs - with a review of mechanics, sentence patterns, and correct usage. Institutional credit only.

ENG 1113 English Composition I 3 SH
 (Prerequisite: Raymond Campus requires Placement Level 3) Emphasis on the basic principles of composition with special attention given to the writing of expository papers. (3 hr lecture)

ENG 1123 English Composition II 3 SH
 (Prerequisite: ENG 1113 or 1213) A continuation of the development of writing skills emphasized in the prerequisite course. Techniques of research documentation and synthesis of material are included. (3 hr lecture)

ENG 1203 Fundamentals of Composition 3 SH
 (Prerequisite: Raymond Campus requires Placement Level 2; Utica Campus requires "C" in ENG 1103) Basic communication skills, including a general review of grammar and mechanics, with emphasis on vocabulary building, sentence structure, paragraph development, and an introduction to the five-paragraph theme. Institutional credit only.

ENG 1213 Honors Composition I 3 SH
 (Prerequisite: Raymond Campus requires Placement Level 4) Substitutes for ENG 1113. Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by recommendation. (3 hr lecture)

ENG 1223 Honors Composition II 3 SH
 (Prerequisite: ENG 1113 or 1213) Substitutes for ENG 1123. Builds upon the skills required in first semester composition. Special attention given to critical reading of selections from various literary genres, to written analyses based upon the selections, to using the library, and to documented research writing. Enrollment by recommendation. (3 hr lecture)

ENG 2223 American Literature I 3 SH
 (Prerequisite: Six semester hours in Freshman Composition) Survey of American literature from William Bradford's journal begun in 1630 through the romantic movement of the nineteenth century. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2233 American Literature II 3 SH
 (Prerequisite: Six semester hours in Freshman Composition) Survey of American literature from the rise of realism in the nineteenth century through the works of present day American writers. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2323 English Literature I 3 SH
 (Prerequisite: Six semester hours in Freshman Composition) Survey of English literature from its beginning until 1798. Acquaints the student with the great movements affecting English literary development and philosophies, the authors, and their writing. (3 hr lecture)

ENG 2333 English Literature II 3 SH
 (Prerequisite: Six semester hours in Freshman Composition) Survey of English literature from 1798 to present time. Acquaints the student with the great movements affecting English literary development and philosophies, the authors, and their writings.

ENG 2353 Honors English Literature I 3 SH
 (Prerequisite: Six semester hours in Freshman Composition) Substitutes for ENG 2323. Designed for students who have a special interest in English literature and who have at least a B average in Freshman Composition. A study of English literature from its beginning until 1798. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2363 Honors English Literature II 3 SH
 (Prerequisite: Six semester hours in Freshman Composition) Substitutes for ENG 2333. Designed for students who have a

The Courses

special interest in English literature and who have a least a B average in Freshman Composition. A study of English literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2423 World Literature I 3 SH

(Prerequisite: ENG 1123) Selected writings of Greece, Rome, and Medieval Europe. A study of the world's outstanding literary works from antiquity to the Renaissance. (3 hr lecture)

ENG 2433 World Literature II 3 SH

(Prerequisite: ENG 2423) A continuation of ENG 2423. Selected European writings from the Renaissance to the present. Also, some contemporary works are selected, including a survey of outstanding Black writers. (3 hr lecture)

ENG 2913 Occupational Writing 3 SH

(Prerequisite: Six semester hours in Freshman Composition or consent of the instructor) Assesses the student's career goals and current on-the-job writing efficiency. May cover wide range of types of writing such as minutes of business meetings, instruction manuals, brochures, book reviews, observation/experience/research articles, and articles for local, regional and national periodicals. (3 hr lecture)

ENG 2923 Professional Writing 3 SH

(Prerequisite: Six semester hours in Freshman Composition or consent of the instructor) Designed for students interested in writing as a marketable skill and in writing as a profession. Special emphasis given to meeting specific publishing requirements. Major focus on individual direction in creative writing, such as novels, short stories, poems, plays, television scripts, and magazine articles. (3 hr lecture)

FIRE PROTECTION AND SAFETY TECHNOLOGY

TFS 1813 Introduction to Fire Technology 3 SH

Survey of and introduction to incidents of fire; the principles of fire prevention, suppression, and protection; a review of municipal fire protection ratings and components; survey of professional fire protection career opportunities. (2 hr lecture, 2 hr lab)

TFS 1823 State and Local Fire Laws 3 SH

Study of the law as it affects the fireman, duties, responsibilities, and authority as governed by law. (3 hr lecture)

TFS 1833 Fire Fighting Tactics and Strategy I 3 SH

Study of the basic concepts involved in fire fighting, including fire behavior fire fighting fundamentals, principles of extinguishment; the proper role for and utilization of various fire companies, preplanning fire tactics. (2 hr lecture, 2 hr lab)

TFS 1843 Fire Fighting Tactics and Strategy II 3 SH

Study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations; emphasis will be on developing thinking skills in relation to crises. (2 hr lecture, 2 hr lab)

TFS 1853 Fire Protection Organization and Administration 3 SH

Principles of organization and administration in fire protection of municipal organizations; duties and responsibilities of the company officer; a study of company personnel management and training, budgeting, records and reports, and public relations. (3 hr lecture)

TFS 1863 Fire Prevention and Investigation 3 SH

Survey of the principles of fire prevention and investigation; study of fire hazards in various occupancies, a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence. (2 hr lecture, 2 hr lab)

TFS 2813 Basic Electricity for Firemen 3 SH

Study of the theory of electricity, as applied to electrical installations. Study of basic circuits, over-current protection, and control devices that are used in residential, industrial, and fire alarm applications. Emphasis on proper installation to conform to National Electrical Code requirements. Study of the types of fixed extinguishing systems, standard and special fire alarm and fire detection systems, their operation, installation requirements, testing, inspection and maintenance. (2 hr lecture, 2 hr lab)

TFS 2823 Hydraulics 3 SH

Study of fluids in motion and at rest. Behavior and effects of water in and through appliances, pumps and pipes. Practical

application of principles and calculations. (2 hr lecture, 2 hr lab)

TFS	2833	General Insurance	3 SH
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Fundamental course covering all fields of insurance. Philosophy and principles of insurance, contracts, endorsements, assignments, rate charging, reserves and state supervision. Fire and casualty insurance emphasized, types of policies, selection, rate making, settlement of claims, handling of risk and self-insurance, types of rating schedules, and methods of determining fire rating classification. (3 hr lecture)

TFS	2843	Inspection Principles and Practices	3 SH
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Study of the fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree of the hazard, and practical recommendations. Reports including maps and sketches of each building inspected. On-the-site inspection of buildings to locate hazards and to recommend safe practices and improvements. (2 hr lecture, 2 hr lab)

TFS	2853	Water Distribution	3 SH
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Sprinkler and standpipe systems. Measurement of fluid flow and methods of determining quantities of water available from a distribution system. Efficiency in fluid movement and system design. Types of sprinkler and standpipe systems, codes governing installation, water supply requirements, testing, inspection, and maintenance. (2 hr lecture, 2 hr lab)

TFS 2863	Drafting and Blueprint Reading for Firemen	3 SH
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Interpretation of architectural drawings for code requirements, classifications, building materials, heating and cooling systems, and safety requirements. In a laboratory experience, practical experience in the interpretation of drawings. (1 hr lecture, 4 hr lab)

TFS 2873	Industrial Hazards and Fire Prevention	3 SH
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Study of hazardous processes in industries such as petroleum, furniture, chemical, metal and textile, and the protection and precautions needed for personnel and property safety. Hazards related to heating plants, electrical systems, and storage in all industries. (2 hr lecture, 2 hr lab)

TFS	2883	Hazardous Materials	3 SH
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Identification, handling, and fire-fighting practices of explosives, toxic substances, and radioactive materials in storage or in transit. (2 hr lecture, 2 hr lab)

TFS 2913	Fire Codes and Building Construction	3 SH
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Study of codes and standards used in building and transportation; role of state fire officials; fixed fire protection devices; survey of research and standards developments. (3 hr lecture)

TFS	2923	Chemistry and Radiation Hazards	3 SH
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Intensive study and analysis of the special hazards encountered in the chemical and petroleum industries, radiation hazards, effects of radiation on humans, exposure control, uses of radio-active materials, transportation, storage, application of special inspection procedures. (3 hr lecture)

TFS 2933 Fire Protection Law 3 SH

Study of law in relation to fire protection. Torts, term and contract studies by case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, and other tasks. Pertinent laws, ordinances, and codes and the responsibilities and powers of the individual organization concerning enforcement. (3 hr lecture)

TFS	2943	Industrial Safety and Security	3 SH
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Fundamental study of industrial safety records, development of safeguards, accident costs and causes, job safety analysis, plans designed for safety and safety maintenance. Methods of eliminating hazards including color coding, guards and personal protective equipment. Study of the precautions and safeguards essential to protecting lives during fires in various types of occupancies. Exit code requirements, personnel protective devices, and practical safeguards. Review of case histories of fires and explosions resulting in loss of life to determine how these tragedies can be prevented. (3 hr lecture)

TFS	2953	Emergency Lifesaving Techniques	3 SH
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Study of basic concepts in search techniques of lost or trapped personnel, first-aid to injured personnel, transportation of sick or injured personnel, and rescue of personnel under unusual emergency conditions. (2 hr lecture, 2 hr lab)

TFS	2963	OSHA Laws and Federal Standards	3 SH
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(Prerequisite: TFS 2943 or instructor approval) Individual project work, supervised by authorities in the selected field of study. The student will conduct individual study in a selected specialization and prepare an in-depth study describing research. Interpretations of the OSHA law given emphasis. Research results will be designed to interpret and/or influence the Federal Standards as they affect local industries. (1 hr lecture, 4 hr lab and field work)

GEOGRAPHY

- GEO 1123 Introduction to Geography 3 SH**
 With a national basis, a broad survey of cultural, political, economics, and physical geography; social and environmental problem areas of the world; place-name studies; films, readings, and discussions; quizzes and written reports. (3 hr lecture)

GEOLOGY

- GLY 1111 Physical Geology Laboratory 1 SH**
 Laboratory course which may accompany GLY 1113. Study of the common rocks and minerals and topographic maps and geologic maps. Required for geology majors. (2 hr lab)
- GLY 1113 Physical Geology 3 SH**
 Study of the earth, its materials and forces acting upon them, and the landforms and their development. (3 hr lecture)
- GLY 1121 Historical Geology Laboratory 1 SH**
 (Prerequisite: GLY 1111) Laboratory course which may accompany GLY 1123. Study of fossils and of geographic maps. Required of geology majors. (2 hr lab)
- GLY 1123 Historical Geology 3 SH**
 Study of the earth, its history and development and its life as revealed by the character and fossil content of rock. (3 hr lecture)

GRAPHICS

- GRA 1113 Mechanical Drawing I 3 SH**
 The use of instruments, geometric construction, orthographic projections, sectional views and lettering. * *
- GRA 1123 Mechanical Drawing II 3 SH**
 (Prerequisite: GRA 1123) Auxiliary views, dimensioning isometric projections, oblique drawings, and fasteners. * *
- GRA 1143 Graphic Communications 3 SH**
 Theory and practice in engineering drawing to enable the student to visualize and produce acceptable freehand and mechanical drawings as required in the course of study. *
- GRA 1153 Visualization and Graphic Design 3 SH**
 (Prerequisite: GRA 1143 or its equivalent) Theory and problems designed to develop the ability to visualize points, lines and surfaces in space; to relate them to each other; and to apply these relationships in the solution of engineering problems. (Same as descriptive geometry.)*
- GRA 1173 Architectural Drawing 3 SH**
 This course covers instruction in the elementary principles of planning and design, 1 floor 4 architectural lettering, symbols, and conventions as applied to architectural construction. Each student will be required to design and draw a set of working drawings for a small cottage.

* For Engineering Students
 * * For Industrial Arts Students

HEALTH, PHYSICAL EDUCATION, RECREATION

- HPR 1111 General P.E. Activities I 1 SH**
 This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)
- HPR 1121 General P.E. Activities II 1 SH**
 This course is designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 1213	Personal and Community Health I	3 SH
Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. (3 hr lecture)		
HPR 1223	Personal and Community Health II	3 SH
A continuation of HPR 1213. (3 hr lecture)		
HPR 1313	Introduction to Health, Physical Education and Recreation	3 SH
Introduction to the objectives, literature, and organizations of the professions. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. (3 hr lecture)		
HPR 1531	Individual and Dual Sports	1 SH
Lecture and practice in tennis.		
HPR 1541	Individual and Dual Sports	1 SH
Lecture and practice in tennis.		
HPR 1551	Law Enforcement Fitness I	1 SH
Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture and lab per semester)		
HPR 1561	Law Enforcement Fitness II	1 SH
Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture & lab per semester)		
HPR 1571	Dance I	1 SH
Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)		
HPR 1581	Dance II	1 SH
Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.		
HPR 1613	Physical Education in Elementary School I	3 SH
This is a study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem solving situations. Theory and laboratory.		
HPR 1623	Physical Education in Elementary School II	3 SH
A continuation of HPR 1613.		
HPR 2111	General P.E. Activities III	1 SH
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)		
HPR 2121	General P.E. Activities IV	1 SH
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)		
HPR 2213	First Aid	3 SH
Instruction and practice in methods prescribed in the American Red Cross standard First Aid. (3 hr lecture)		
HPR 2221	Water Safety and Lifesaving	1 SH
(Prerequisite: Qualified swimmer) American Red Cross Advanced Lifesaving course with emphasis toward certifying lifeguards for swimming areas. (2 hr lab)		
HPR 2323	Recreation Leadership	3 SH
Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 hr lecture)		

The Courses

HPR 2423	Football Theory	3 SH
(Prerequisite: Practice with intercollegiate football squad) Theoretical study of football, offensive, defensive including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. (3 hr lecture)		
HPR 2433	Basketball Theory	3 SH
(Prerequisite: Practice with intercollegiate basketball squad) Theoretical study of basketball, offensive and defensive, including the study and teaching of fundamentals and team organization. (3 hr lecture)		
HPR 2443	Athletic Training and Treatment of Injuries	3 SH
Practical study of safety and first aid, taping, bandaging, and use of heat, light and water in the treatment and prevention of injuries; conditioning athletes as to diet, rest, work and proper method of procedures in training for sports. (3 hr lecture)		
HPR 2451	Individual and Dual Sports	1 SH
Lecture and practice in tennis.		
HPR 2483	Track Theory	3 SH
Theory and techniques of coaching track with emphasis on psychology and philosophy of coaching. Teaching of fundamentals of each event stressed. The student is required to help conduct track meets. (3 hr lecture)		
HPR 2531	Individual and Dual Sports	1 SH
Lecture and practice in tennis.		
HPR 2571	Dance III	1 SH
Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.		
HPR 2581	Dance IV	1 SH
Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.		

HISTORY

HIS 1113	Western Civilization I	3 SH
Survey of the history of man - government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. (3 hr lecture)		
HIS 1123	Western Civilization II	3 SH
A continued general survey of western civilization since 1660 A.D. (3 hr lecture)		
HIS 1143	Honors Western Civilization I	3 SH
Substitutes for HIS 1113. Survey of the history of man, government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. Special projects and recitation required. Instructor approval required. (3 hr lecture)		
HIS 1153	Honors Western Civilization II	3 SH
Substitutes for HIS 1123. Continuation of HIS 1143 including European colonization and imperialism in Asia, in Africa, and in the Americas; revolutionary movements of the 18th and 19th centuries; the movements leading to World War I, the aftermath of the war, the global events preceding the second World conflict; the Second World War; recent international developments. Special projects and recitations required. Instructor approval required. (3 hr lecture)		
HIS 2213	American (US) History I	3 SH
Survey of political, economic, and social development to 1877. (3 hr lecture)		
HIS 2223	American (US) History II	3 SH
Continued survey of U.S. history from reconstruction to present. (3 hr lecture)		
HIS 2243	Honors American (US) History I	3 SH
Substitutes for HIS 2213. Survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor's approval required. (3 hr lecture)		
HIS 2253	Honors American (US) History II	3 SH
Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects		

and recitations required. Instructor approval required. (3 hr lecture)

HOME ECONOMICS

HEC 1111	Social Usage	1 SH
The essentials of good manners and accepted standards of social usage. (1 hr lecture)		
HEC 1121	Introduction to Home Economics	1 SH
A survey of home economics designed to show the value of home economics in personal and family living as well as in professional opportunities. (1 hr lecture)		
HEC 1131	Introduction to Modeling	1 SH
Study of the fundamentals of visual poise together with basic rules and modeling techniques; various fields of modeling and writing commentaries. (1 hr lecture)		
HEC 1143	Modeling	3 SH
(Prerequisite: HEC 1131) Afford practical experience in modeling with emphasis on modeling as a profession.		
HEC 1213	Food Selection and Preparation	3 SH
Practical knowledge of nutrition and its relation to health. Principles of food selection. Meal planning. Preparation and service. Principles of cookery stressed. Required of majors in home economics and institutional management. Elective for others. (1 hr lecture, 4 hr lab)		
HEC 1233	Principles of Nutrition	3 SH
A study of principles involved in food selection, food preparation and buying. Emphasis is placed on nutritive value of foods, planning, preparing and serving meals under typical home conditions.		
HEC 1242	Survey Course in Nutrition (Non-Majors)	2 SH
Planned for non-home economics majors. Nutritional needs of the body and proper selection of foods emphasized. Laboratory experiences in modern preparation and serving family meals. (1 hr lecture, 2 hr lab)		
HEC 1253	Nutrition	3 SH
Food and eating habits in relation to adequate nutrition. Application of nutrition to the life cycle. Digestion, metabolism and body functions. (3 hr lecture)		
HEC 1313	Elementary Clothing	3 SH
Emphasis on standards for selection and construction of various fabrics. Experiences in construction. Presentation of garments and use of equipment. Required of majors in home economics; elective for others. (1 hr lecture, 4 hr lab)		
HEC 1332	Survey Course in Clothing (Non-Majors)	2 SH
Planned for non-home economics majors. Study of appropriate dress with emphasis on standards for selection and construction of clothing. Garments constructed in the laboratory. (1 hr lecture, 2 hr lab)		
HEC 1353	Art of Dress and Personal Grooming	3 SH
Application of design principles of selection and coordination of clothing accessories. Emphasis is placed on individual grooming, figure problems, make-up techniques, and personal appearance for occupations and careers. (3 hr lecture)		
HEC 2213	Meal Management	3 SH
(Prerequisite: HEC 1213) Continuation of the study of the body's need for food. Emphasis on more advanced meal planning, preparation, service and preservation of food. Scientific principles of cookery stressed. (1 hr lecture, 4 hr lab)		
HEC 2223	Quantity Food Preparation	3 SH
Designed to give experience in menu planning, records, food buying and preparing and serving food at quantity levels. (2 hr lecture, 2 hr lab)		
HEC 2313	Clothing Construction	3 SH
(Prerequisite: HEC 1313) Further principles of selection and construction applied to various fabrics. Advanced techniques of construction with emphasis on basic tailoring. (1 hr lecture, 4 hr lab)		
HEC 2343	Design	3 SH
The use of art elements, principles and harmonies in various media. Study of designers and artists and their contribution to dress. (3 hr lecture)		

The Courses

HEC 2413	Introduction to Home Furnishing	3 SH
Study of housing standards, factors influencing the selection of family shelter, house planning in relation to needs and income, and the selection and arrangement of household furniture and furnishings. (3 hr lecture)		
HEC 2513	Diet and Disease	3 SH
(Prerequisite: HEC 1253) A study of diseases influenced by diet and dietetic treatment of each disease. (3 hr lecture)		
HEC 2613	Home Economics for Moderns	3 SH
This course is designed to meet the needs of girls in terminal programs and non-homemaking majors. The content of the course deals with all areas of home life essential to successful living. (3 hr lecture)		
HEC 2813	Marriage and Family	3 SH
Designed to give a better understanding of the factors that contribute to success and happiness in marriage and family relationships. Readings to supplement the text. Open to men and women. (3 hr lecture)		
HEC 2833	Parental and Infant Care	3 SH
The study of parental and maternal hygiene; care of infants from birth through the first year of life. Open to all students. (3 hr lecture)		
HEC 2843	Single Living	3 SH
Designed to prepare a person for independent single living. Basic concept of cooking, clothing repair, household management and maintenance, personal finances and care. (3 hr lecture)		

HOTEL, MOTEL AND RESTAURANT MANAGEMENT

THM 1612	Orientation for Hospitality Industry	2 SH
Seminar of lectures and discussions on opportunities, trends, problems and organizations in the hospitality field. Guest speakers from the industry to address the class on the current problems and opportunities. (2 hr lecture)		
THM 1713	Hotel-Motel Front Office Procedures	3 SH
Detailed study of the functions pertaining to Front Office operation. Interpretation of internal systems and an understanding of the duties of Room Clerk, Reservation Clerk, Mail Clerk, Cashier, Night Auditor, and Service. Student projects and field trips required. (3 hr lecture)		
THM 1814	Basic Food Preparation	4 SH
Familiarization with tools and equipment, kitchen organization, study of recipes of basic foods, purchasing, storage, and preparation. (1 hr lecture, 6 hr lab)		
THM 1824	Quantity Food	4 SH
(Prerequisite: THM 1814) Continuation of study in food preparation with emphasis on quantity preparation. Special instruction in the arts of food preparation. Ice carving, special sauces, cake decoration, hors d'oeuvres trays, gum paste, display food pieces. Demonstration by area chefs. (1 hr lecture, 6 hr lab)		
THM 1833	Hotel-Motel Restaurant Accounting	3 SH
Detailed study in accounting and systems as identified with the industry. Interpretation and value of cost controls. Taxes, licenses and regulations of beverages. Inventory controls. (3 hr lecture)		
THM 1843	Hospitality Business Mathematics	3 SH
Emphasis on the study of the fundamental process, fractions, decimals, percentages and problem solving. Application of fundamental processes to business problems of the hospitality industry. Food costing, labor costing, profit and loss. (3 hr lecture)		
THM 2113	Profitable Food and Beverage Management I	3 SH
Management responsibilities, menu writing and planning. Food purchasing, receiving, and storage procedures. Food and Beverage Service in various types of food establishments. (3 hr lecture)		
THM 2123	Profitable Food and Beverage Management II	3 SH
(Prerequisite: THM 2113) Employee training and food preparation. Beverage purchase and service. Banquets. Kitchen planning for food establishments. Aspects for food control. Payroll control. Production schedules. Attention to proper use and maintenance of equipment. Heavy emphasis on institutional food service. (3 hr lecture)		
THM 2143	Principles of Management for the Hospitality Industry	3 SH
Basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating		

with effective communication in the food service, hotel, or motel enterprise. (3 hr lecture)

THM 2155 Hotel, Motel, Restaurant Training 15 SH
Actual work experience in the hospitality industry to better understand problems faced by management. Available to HMR students only. (24 hr clinical experience, 3 hr lecture)

THM 2414 Sales, Marketing, and Promotion 4 SH
Methods and tools used in convention sales. Importance of convention and group business to certain properties. Promotion methods and ideas, student projects, guest speakers, films, field trips and industry tours. (4 hr lecture)

THM 2844 Safety, Sanitation and Housekeeping 4 SH
Various causes and prevention of accidents in the hospitality industry. Effective methods of sanitary control for food establishments. Familiarization with duties and responsibilities of the executive housekeeper. (3 hr lecture, 2 hr lab)

HUMAN SERVICES TECHNOLOGY

THS 1113 Introduction to Human Services 3 SH
An introduction to the field of human services, including appropriate roles and attitudes of a human services technician toward clients and professional team members; introduction to mental health and mental disorders; survey of human service delivery agencies. Thirty (30) hours of observation included in course work. (3 hr lecture)

THS 1123 Technical Anatomy and Physiology 3 SH
Overview of normal structures and functions of the major systems of the human body; introduction to basic types of abnormalities. (3 hr lecture)

THS 1153 Introduction to Communicative Disorders 3 SH
Process of speech development; identification and treatment of speech, language, and hearing disorders; forms of nonverbal communication. (3 hr lecture)

THS 1213 Abnormal Psychology 3 SH
Basic introduction to classifications, characteristics, causes, and treatment of abnormal behavior. Thirty (30) hours of observation included in course work. (3 hr lecture)

THS 1223 Intervention with the Severely Retarded 3 SH
Instruction in needs assessment, training, and specialized care of the severely retarded and multiple-handicapped; use of nonverbal communication. Thirty (30) hours of practicum experience included in course work. (3 hr lecture)

THS 1231 Health Skills 1 SH
Instruction in health maintenance, first aid, basic nursing skills, properties of drugs and monitoring of medication. (1 hr lecture)

THS 2113 The Helping Relationship 3 SH
Principles of personal adjustment, study and practice in effective interpersonal communication skills and other skills involved in relating to others. (6 hr lecture for 8 weeks)

THS 2123 Therapeutic Recreation 3 SH
Design and methods involved in meeting the recreational needs of special population; methods of planning, organizing, and conducting leisure and recreational activities; use of gentle self-defense. (6 hr lecture for 8 weeks)

THS 2133 Applied Behavior Analysis 3 SH
Principles and methods of designing, implementing, and evaluating programs of behavior modification and other behavioral interventions. (6 hr lecture for 8 weeks)

THS 2141 Physical and Emotional Needs of Special Populations 1 SH
Seminar to develop awareness of the needs of special populations and strategies for dealing with these needs. (2 hr lecture or discussion for 8 weeks)

THS 2156 Practicum I 6 SH
Forty (40) hours of supervised practicum experience per week for eight weeks.

THS 2213 Facilitation of Independent Living 3 SH
Strategies of assessment, instruction and evaluation of mentally ill and developmentally disabled in academic, vocational and independent living skills. (6 hr lecture for 8 weeks)

THS 2223	Case Management	3 SH
Survey of organizations and structures of service delivery systems; procedure for case intake, monitoring, referral, and follow-up; individual study and reporting of procedures for performing case management duties in an agency of choice. (6 hr lecture or student presentation per week for 8 weeks)		
THS 2233	Basic Intervention Skills	3 SH
Principles, practice and discussion of basic intervention strategies for promoting psychological adjustment of clients. Six hours of class (lecture, role play and discussion) per week for eight weeks.		
THS 2241	Current Trends in Human Services	1 SH
History and current issues and status of the major human services; major legislative and public policy trends; federal, state and local organizational structure of the major human services; reference sources (agency resource personnel and professional literature.) (2 hr lecture for 8 weeks)		
THS 2256	Practicum II	6 SH
Forty (40) hours of supervised practicum experience per week for eight weeks.		

INDUSTRIAL EDUCATION

IED 1123	General Shop	3 SH
Designed to acquaint students with the organization and administration of general shop programs. Attention will be given to program planning, equipment selection and safety. (3 hr lecture)		
IED 1813	Basic Electricity and Electronics	3 SH
This course is designed to offer instruction in the fundamental theory of both alternating and direct currents. It includes each studies as electrical laws and interpretations. It also includes wiring diagrams for practically all types of appliances and the study of the electrical code and its application. (3 hr lecture)		

INTERPRETER TRAINING FOR THE DEAF

TID 1123	Psycho-Social Aspects of Deafness	3 SH
This course will provide students with knowledge in types of communication problems resulting from deafness, ease in mixing with deaf person, occupational trends for the deaf, causes and physiological aspects of deafness, and social barriers faced by deaf individuals. Deaf individuals and leaders in the community will be invited into the classroom to discuss these topics along with professionals working with the deaf in various situations. (3 hr lecture)		
TID 1164	American Sign Language I	4 SH
(Corequisite: ENG 1113) A developmental course — meaning that the student (whatever his or her competency level at the beginning of the course) is expected to grow continuously throughout the semester. The student will develop a high degree of familiarity with and a respect for the usage of the basic principles of manual communication through nonverbal communication techniques, eye training, and fingerspelling. Student will also, through discipline and instruction, be introduced to the basic patterns of American Sign Language. (ASL or Ameslan). (3 hr lecture, 2 hr lab)		
TID 1174	American Sign Language II	4 SH
(Prerequisite: TID 1164) An introduction to Sign Language idioms and english terms. This course will introduce ways to expressing English idioms in signs and also the vocabulary for the sign language idioms. Continuation of building student's sign language vocabulary is a primary interest of this course. Deaf resource persons, video tapes and other related materials will be included. (3 hr lecture, 2 hr lab)		
TID 1183	Expressive and Receptive Fingerspelling	3 SH
This course will develop beginning expressive and receptive fingerspelling skills based on word and phrase recognition principles. Fingerspelling is an important part of communicating with the deaf. (3 hr lecture)		
TID 1193	Orientation to Deafness	3 SH
This course is designed for students majoring interpreting for the deaf, teachers, teachers' aides, and school counselors, etc. Review of a normal mechanism of speech and hearing and how they are affected by hearing loss. Emphasis on the history of deafness, trends in deaf education, and the deaf community and its culture. (3 hr lecture)		
TID 2123	American Sign Language III	3 SH
(Prerequisite: TID 1174) An advanced level course in American Sign Language. An expansion of sign vocabulary to include		

English and Deaf idioms and their proper use in both languages. Concentration will be given toward proficiency in both ASL and methods of simultaneous translating for hearing-impaired people who communicate in various forms of manual English. Increased emphasis will be placed on the development of native-like fluency. Instruction is through conversational techniques incorporating additional principles and vocabulary items. (3 hr lecture)

TID 2133 Interpreting/Translating 3 SH

(Prerequisite: TID 1174) American Sign Language will be the primary mode of communication. The student will hear lectures by deaf persons from the community as well as some hearing persons skilled in American Sign Language. There will be opportunities to converse with deaf people at various educational and social functions. (3 hr lecture)

TID 2143 Interpreting Procedures and Ethics 3 SH

(Prerequisite: TID 2123) A survey course introducing students to theories, principles, and special settings of interpreting. This course will cover ethics, definitions, compensation, and related topics of interpreting. Role-playing and simulated interpreting experience will be included. (3 hr lecture)

TID 2153 Interpreting In Special Situations 3 SH

This course includes lectures and observation of interpreters in various settings; educational, legal, medical, religious, and social work. Visits to schools for the deaf, clubs for the deaf, interpreters' meetings and workshops, and other possible contacts involving deaf individuals and interpreters. Reports of each observation will be required. (3 hr lecture)

TID 2163 Sign-to-Voice Interpreting 3 SH

(Prerequisite: TID 2123) Classroom work giving verbatim translations and reversing materials. There is an emphasis on the use of tapes and simulated situations. Vocabulary development, word endings, and use of temporary signs are discussed. The student will learn to translate simultaneously from manual to spoken English, learn to interpret from Ameslan into spoken English, acquire skill in reading and translating the manual alphabet, and become skilled in interpreting from various forms of manual communication into appropriate English diction. (3 hr lecture)

TID 2213 Community Resources for Interpreters 3 SH

Students are exposed to different resources, agencies, and services by guest speakers, lectures, and actual "on site" visits to agencies and organizations. These visits include interviews regarding the knowledge of deafness and utilization of interpreters. Students will receive experience in interpreting. (3 hr lecture)

TID 2313 Linguistics of American Sign Language 3 SH

(Prerequisite: TID 1174) A course to examine the structural grammatical principles of American Sign Language and expand skill in comprehension and expression of ASL. Study of the culture and values of the Deaf Community will begin and information about language will be presented with emphasis on comparison of ASL and English. The content of this course will assist in the process of text analysis which will result in quality interpretation of ASL and English. (3 hr lecture)

TID 2323 Artistic Interpreting 3 SH

(Prerequisite: Approval of Instructor) Study of the principles and techniques of artistic interpreting including literary and musical works. (3 hr lecture)

TID 2333 Legal Interpreting 3 SH

(Prerequisite: Approval of Instructor) This is a preparation course for legal interpreting. The student will learn to anticipate settings, assess linguistic systems, determine and study specialized vocabulary, identify problems and apply ethical solutions, and practice interpreting legal texts.

TID 2343 Multi-cultural Aspects of Hearing Impairment 3 SH

(Prerequisite: Approval of Instructor) A study of the deaf community of the United States. Emphasis will be placed on hearing impairment, educational, political, and cultural aspects. Independent research and individual student projects will be required. (3 hr lecture)

TID 2353 Etymology for Interpreters 3 SH

(Prerequisite: Approval of Instructor) A course dealing with fundamentals of language building for interpreters of the deaf. Topics to be covered will include idioms, language/vocabulary building skills, informal language, dictionary skills, verb versatility, contextual clues, multiple meanings, multiple signs, and manual communication signs. (3 hr lecture)

TID 2426 Interpreting Practicum 6 SH

(Prerequisite: Approval of Instructor) This course is designed to help the second year interpreters in varied situations gain the experience and confidence necessary to perform adequately. Work in the community and on campus is actual interpreting situations can be counted toward class work. Experience will be in various interpreting situations. Practicum will be partly supervised and forms will be filled out by consumers of student interpreters. (1 hr lecture, 10 hr lab)

JOURNALISM

JOU 1111	College Publication I	1 SH
Participation in the production of the college newspaper or yearbook.		
JOU 1121	College Publications II	1 SH
Participation in the production of the college newspaper or yearbook.		
JOU 1213	Practical Journalism	3 SH
(Prerequisite: JOU 1313) Laboratory course devoted to practical journalistic methods as exemplified in the student newspaper, yearbook and off-campus publications. Experience in make-up, headlining, copyreading, proof-reading, and news evaluation. (2 hr lecture, 2 hr lab)		
JOU 1313	Principles of Journalism I	3 SH
Fundamentals of newspaper writing, combined with actual working experience on the staff of the HINDSONIAN, semi-weekly student publication. Basic training in simple and complex news writing, society and sports writing, feature writing, editing, and editorial writing. (3 hr lecture)		
JOU 1323	Principles of Journalism II	3 SH
Preparation of advertising copy and layouts for newspapers, agencies, and retail advertising. Types of layouts; copy writing and proofreading, with emphasis on proof marks. (3 hr lecture)		
JOU 2111	College Publication III	1 SH
Participation in the production of the college newspaper or yearbook.		
JOU 2121	College Publication IV	1 SH
Participation in the production of the college newspaper or yearbook.		
JOU 2512	Beginning Photography	2 SH
An introduction to basic photography. Students learn to take pictures, process film and print pictures. No previous experience required.		
JOU 2523	Advanced Photography	3 SH
(Prerequisite: Beginning Photography or permission of the instructor) Advanced camera and darkroom techniques. Emphasis is placed on the composition and use of photography. Color film processing.		

MATHEMATICS

Students who plan to major in mathematics and other students for whom algebra and trigonometry may be deficiency courses are advised to take the proficiency test(s) in algebra and/or trigonometry to determine whether they can begin their college mathematics with the Calculus sequence. Information concerning the administration of the proficiency test may be obtained from the counselling office or the Mathematics Department.

Students who do not wish to (or cannot) begin their college mathematics with Calculus and who have the prerequisites are encouraged to enroll in MAT 1346 in place of MAT 1313 and MAT 1323.

MAT 1103	Basic Mathematics	3 SH
(Prerequisite: Math Placement Level 1) Institutional credit only. Review of fundamental arithmetic operations, integers, fractions, decimals, exponents. Will not substitute for the mathematics requirements in any program of study. Designed for students whose arithmetic skills are deficient. (3 hr lecture)		
MAT 1203	Elementary Algebra	3 SH
(Prerequisite: Math Placement Level 2) Signed numbers, polynomials, factoring, first degree equations in one variable, rational expressions. Will not substitute for the mathematics requirements in any program of study. Institutional credit only. (3 hr lecture)		
MAT 1213	College Mathematics I	3 SH
A course in the mathematical concepts and techniques necessary for general education. The basic concepts of arithmetic and an introduction to the fundamentals of elementary algebra are presented. (3 hr lecture)		
MAT 1223	College Mathematics II	3 SH
(Prerequisite: MAT 1213) A continuation of MAT 1213; included are other basic concepts and operations of elementary algebra such as quadratic equations, sets, functions, and relations. A brief presentation of trigonometry of right angles and logarithms are discussed.		

MAT 1233	Intermediate Algebra	3 SH
(Prerequisite: Math Placement Level 3) Linear equations and inequalities, exponents, polynomials, rational expressions, powers, roots, radicals, quadratic equations and inequalities, first degree equations of two variables. (3 hr lecture)		
MAT 1313	College Algebra	3 SH
(Prerequisite: Math Placement Level 4) Real and complex numbers; equations and inequalities in one variable; systems of equations and inequalities in two or more variables, relations; functions and graphs; theory of equations; the binomial theorem; and other selected topics. (3 hr lecture)		
MAT 1323	Trigonometry	3 SH
(Prerequisite: Math Placement Level 4) Trigonometric functions; functions of the composite angle; trigonometric equations; logarithms; radian measure; solution of right triangles; solution of oblique triangles; inverse trigonometric functions; complex numbers. (3 hr lecture)		
MAT 1333	Finite Mathematics	3 SH
(Prerequisite: MAT 1313) Applications of college algebra and calculus to problems involving business decision-making. The topics included in this course are: cost-output, break-even, supply and demand, linear programming, maxima and minima, producers' and consumers' surplus, and mathematics of finance. (3 hr lecture)		
MAT 1346	Elementary Functions	6 SH
(Prerequisite: 2 credits of high school algebra and 1 credit in high school advanced mathematics with a minimum grade of B in each) Encompasses college algebra and trigonometry. Topics included: polynomials, rational, trigonometric, logarithmic and exponential functions; introduction to limits and continuity; applications of trigonometry. (6 hr lecture)		
MAT 1443	Mathematics for Teachers I	3 SH
(Prerequisite: Math Placement Level 3 and sophomore standing) Structure and development of the number systems. Intended for elementary and special education majors and for secondary education majors exclusive of those planning to teach secondary mathematics or science. (3 hr lecture)		
MAT 1453	Mathematics for Teachers II	3 SH
(Prerequisite: MAT 1443) Continuation of Mathematics for Teachers I. Informal geometry, measurement and basic ideas of probability. (3 hr lecture)		
MAT 1613	Calculus I	3 SH
(Prerequisite: credit for or registration in MAT 1313 and 1323 or MAT 1346 or the equivalent) First in a series of four integrated courses in analytic geometry and calculus. The coordinate systems; basic theorems of analytics; functions; limits; the derivative, differentiation of algebraic functions; applications of derivatives. (3 hr lecture)		
MAT 1623	Calculus II	3 SH
(Prerequisite: MAT 1613) Antiderivatives; the definite integral; applications of definite integrals; transcendental functions; introduction to integration. (3 hr lecture)		
MAT 1753	Liberal Arts Mathematics	3 SH
(Prerequisite: Math Placement Level 3) Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic algebra, number theory, statistics, and modern applications. (3 hr lecture)		
MAT 1815	Calculus I*	5 SH
(Prerequisite: MAT 1313, 1323) This course includes coordinate systems, basic theorems of analytical geometry, functions, limits, continuity, the derivative, the integral, differentiation and integration of algebraic functions, polynomial curves, applications of the derivative, the differential, trigonometric functions, inverse trigonometric functions, and transcendental functions.		
MAT 1825	Calculus II*	5 SH
(Prerequisite: MAT 1815) This course includes a study of conics, parametric equations, hyperbolic functions, indeterminate forms, the definite integral, methods of integration, applications of integration, solid analytical geometry, partial differentiation and applications, quadratic surfaces, centroids, double integral.		
MAT 2113	Introduction to Linear Algebra	3 SH
(Prerequisite: MAT 1623) Vector spaces; matrices; linear transformations; systems of linear equations; determinants; characteristic values and characteristic vectors. (3 hr lecture)		
MAT 2613	Calculus III	3 SH
(Prerequisite: MAT 1623) Techniques of integration; conics; polar coordinates; indeterminate forms; improper integrals, infinite series. (3 hr lecture)		

The Courses

MAT 2623 **Calculus IV** **3 SH**
(Prerequisite: MAT 2613) Parametric equations; vectors in the plane; solid analytic geometry; vector functions; functions of two or more variables; multiple integrals. (3 hr lecture)

MAT 2815 **Calculus III*** **5 SH**
(Prerequisite: MAT 1825) This course includes a study of multiple integrals, power series and operations, approximate integration, differential equations of first order.

MAT 2913 **Differential Equations** **3 SH**
(Prerequisite: credit for or registration in MAT 2623) Differential equations of the first order and first degree; applications; linear differential equations of higher order; numerical methods; differential equations of the first order and not of the first degree; solutions in series; systems of partial differential equations; partial differential equations of the first order; the Laplace transformation. (3 hr lecture)

* Utica Campus Only

MECHANICAL TECHNOLOGY

TMT 1403 **Fundamentals of Machine Shop** **3 SH**
Instruction and practice in use of machine tools and welding. (2 hr lecture)

TMT 1614 **Manufacturing Processes** **4 SH**
Survey of modern industrial practices and procedures in the forming and fabrication of metals and non-metals. Instruction designed to develop familiarity in setup and operation of machine tools and equipment. Emphasis on nomenclature, hand-books, charts, tables, and calculations necessary to determine machine or process capabilities in production. (2 hr lecture, 4 hr lab)

TMT 1622 **Materials of Industry** **2 SH**
Origin, extraction, processing, and application of modern industrial materials. Includes metals and their alloys, wood, fuels, lubricants, cutting fluids, solvents, adhesives, abrasives, and plastics. (2 hr lecture)

TMT 1634 **Manufacturing Processes** **4 SH**
(Prerequisite: TMT 1614) Survey of machine tool operations and finishing processes employed in modern operations. Emphasis on production equipment. (2 hr lecture, 4 hr lab)

TMT 1643 **Inspection Techniques** **3 SH**
Classroom and laboratory examination of basic principles of modern industrial inspection tools and methods. Special emphasis on calibration and care of all measuring instruments. (2 hr lecture, 2 hr lab)

TMT 2213 **Labor Law for Supervisors** **3 SH**
Introduction to important labor laws. The legal responsibility of supervisors and legal protection available to business and employees. EEO-OSHA NLRB charges and how to respond. (3 hr lecture)

TMT 2623 **Introduction to Quality Control** **3 SH**
Key elements of quality control in present day industry; (1) the extent of quality control activity throughout the entire company system; (2) the planning, organizing, integrating, and measuring of quality control activity; (3) the accomplishment of quality control work; (4) the tools, techniques, and procedures used in quality control. (3 hr lecture)

TMT 2633 **Physical Testing** **3 SH**
Instruction in the correct use of and the theory related to the use of tensile, fatigue, impact, and torsion testing machine. (1 hr lecture, 4 hr lab)

TMT 2643 **Mechanisms** **3 SH**
(Prerequisite: TRS 1613 and 1623) Concepts of basic mechanisms found in mechanical and electrical systems. Gears, cams, linkages and other power transmission devices. Laboratory to provide practical application of mechanisms. (2 hr lecture, 2 hr lab)

TMT 2653 **Metallurgy** **3 SH**
(Prerequisite: Sophomore standing) Basic study of ferrous and non-ferrous metals. Properties of metals, alloys, iron and steel, shaping and forming metals, heat treatment and surface treatments. Practical experience through performing heat treating operations in the laboratory. (2 hr lecture, 2 hr lab)

TMT 2663	Motion and Time	3 SH
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(Prerequisite: Sophomore standing) Introduction to techniques used in determining the most economical way of doing a specific piece of work through a systematic study of methods, materials, tools, and equipment. Laboratory activities in the analysis of the fundamental and physical motions, the practice of dividing operations into elements, and time study observations. (2 hr lecture, 2 hr lab)

TMT 2673	Hydraulics and Pneumatics	3 SH
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(Prerequisite: Sophomore standing) Basic principles and applications of hydraulic power, its adaptability to modern machine tools, and its advantages over conventional methods. (2 hr lecture, 2 hr lab)

TMT 2683	Strength of Materials	3 SH
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Lecture and laboratory study of the stressing and deformation of modern industrial materials. (2 hr lecture, 2 hr lab)

TMT 2694	Production Planning and Problems	4 SH
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(Prerequisite: Sophomore standing and TMT 1634) Examination of the factors involved in-cost estimating. Identification of production problems and techniques of solution in lecture. Production control and comprehensive problems. (1 hr lecture, 6 hr lab)

TMT 2713	Principles of Supervision	3 SH
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Basic and general principles of effective supervising techniques. Includes seven units: Fundamentals of Supervision, Relations of the Job, Communications, How to Train Employees, Performance and Job Evaluation, Job Management, and Work Improvement. (3 hr lecture)

TMT	2723	Statistical Concepts I	3 SH
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Theory and techniques of repairing automobile clutches, transmissions, universal joints, differential, rear axle; study and application of specialized tools used in those areas; a history of the development and manufacture of the parts of the above assemblies; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

MECHANICS TECHNOLOGY

TMC 1716	Mechanics I	6 SH
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Theory and techniques of repairing automobile gas and diesel engines and their accessories, study of the fuels and lubricants used, head and block repair with the history and development of the internal combustion engine, and practical related projects. (3 hr lecture, 6 hr lab)

TMC 1726	Mechanics II	6-SH
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Automobile trouble shooting and shop management; cooling, starting, generating, and ignition systems of gas and diesel engines; tune-up techniques and the use of modern testing and tune-up equipment with a practical study of shop management; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

TMC 2716	Mechanics III	6 SH
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Theory and techniques of repairing automobile clutches, transmissions, universal joints, differential, rear axle; study and application of specialized tools used in those areas; a history of the development and manufacture of the parts of the above assemblies; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

TMT 2726	Mechanics IV	6 SH
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Introduction to the theory and techniques of repairing automobile springs, ride control, front end, steering systems and the braking system; a history and development of these systems and a study of the related parts; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

MEDIA TECHNOLOGY

TME 1113	Introduction to Radio and Television	3 SH
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A basic history and theory class concerning the role of communication systems in our society. Discussion of job characteristics and opportunities will be emphasized. Field trips will also be used in instruction.

TME 1213	Operation and Maintenance of AV Equipment	3 SH
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This course involves troubleshooting, 16mm motion picture projector, filmstrips, overhead projectors, cameras, editing machines, slide projectors.

TME 1223	Electronics for Media	3 SH
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This course is designed for the student whose curriculum requires a knowledge of Electronics. The course content encompasses a broad spectrum which includes DC circuits, AC circuits, electronic media and consumer electronics.

TME 1244	Introduction to Mass Communication	4 SH
The historical development of man's dissemination of information and the social and economic impact of the media are discussed. (4 hr lecture)		
TME 1314	Fundamentals of Television Production	4 SH
A laboratory and lecture course where the student will learn the operation of a television studio. (2 hr lecture, 4 hr lab)		
TME 2234	Instructional Graphics	4 SH
This course deals with developing visual materials including dry mount, lamination, stencil lettering, ink lettering, and overhead transparencies. (2 hr lecture, 2 hr lab)		
TME 2243	Cataloging Non-Print Material	3 SH
The student will learn basic fundamentals in cataloging non-print material. (2 hr lecture, 2 hr lab)		
TME 2324	Intermediate Television Production	4 SH
A laboratory and lecture course where the student will learn the operations of a television control room. (2 hr lecture, 4 hr lab)		
TME 2334	Advanced Television Production	4 SH
This course will allow the student to produce original television production. Direction, production, layout and organization will be stressed. (1 hr lecture, 6 hr lab)		
TME 2414	Fundamentals of Audio Production Editing	4 SH
The student will learn the theory of audio taping as well as actual production. A discussion of the different types of equipment used in audio production will also be emphasized. (1 hr lecture, 6 hr lab)		
TME 2513	Principles of Photography	3 SH
Use of photography as a communication medium. Principles of picturetaking and darkroom techniques are emphasized. (2 hr lecture, 4 hr lab)		
TME 1323	Electronics for Media	3 SH
This course is designed for the student whose curriculum requires a knowledge of electronics. The course content encompasses a broad spectrum which includes DC circuits, AC circuits, electronic media and consumer electronics. (2 hr lecture, 2 hr lab)		
TME 2424	Basic Editing	4 SH
(Prerequisite: TME 2324) Student projects are emphasized and include basic principles, procedures, and techniques of TV and Radio production. Creativity in various productions includes audio production, film editing, and floor management.		

MEDICAL LABORATORY TECHNOLOGY

A rotation in an accredited hospital laboratory for 27 weeks is required to enhance the students' knowledge of methodology and techniques, instrumentation, and the mechanisms of a clinical laboratory. (Prerequisite: the subjects that are required during 18 months on campus are listed under the Programs of Study.)

The student is evaluated at the end of each department rotation. There will be a review session each week in conjunction with the department. The credit for clinical experience is based upon both satisfactory completion of study sessions and each department of the clinical experience. Final study sessions will follow the completion of all department rotations.

MLS 1111	Phlebotomy Laboratory	1 SH
This course presents the anatomy of the vascular system, technique required in phlebotomy, psychology of handling patients for the clinical laboratory, and proper identification of patients. (2 hr student lab first half of semester - 2 hr clinical experience last half)		
MLS 2116	Practical Clinical Experience I	6 SH
Practical clinical experience in hematology, coagulation, and urinalysis. Eight weeks. 38 hours per week plus two hours per week seminar with departmental faculty.		
MLS 2126	Practical Clinical Experience II	6 SH
Practical clinical experience in various phases of clinical chemistry laboratory; manual chemistry, chemistry, and radioimmunoassay. Nine weeks. 38 hours per week plus two hours per week seminar with departmental faculty.		

MLS 2136	Practical Clinical Experience III	6 SH
Practical clinical experience in immunohematology, serology, bacteriology, and mycology. Ten weeks. 38 hours per week plus two hours per week seminar with departmental faculty.		

MEDICAL RECORD TECHNOLOGY

MRS 1113	Medical Record Science I	3 SH
Basic course in medical record keeping, theory and practice, including background material on history of hospitals and medicine, organization and function of medical record department, duties and responsibilities of the medical record technician. Detailed instruction in methods in numbering, filing, classifying, analyzing medical records. (2 hr lecture, 2 hr lab)		
MRS 1123	Medical Terminology	3 SH
Prefixes, suffixes, roots, abbreviations, disease, operative and drug terms. Terms related to all areas of medical science, hospital service and the paramedical specialties. (3 hr lecture)		
MRS 1133	Medical Record Science II	3 SH
(Prerequisite: MRS 1113 and MRS 1123) Analysis of historical and current patterns of health care organizations, analysis of role of health professional within the changing pattern of health care; includes hospital and medical staff organization, accreditation and licensure practices, major health organizations, medical record systems in specialized health care facilities. (2 hr lecture, 2 hr lab)		
MRS 1143	Advanced Medical Terminology	3 SH
(Prerequisite: MRS 1123) Detailed study of medical terminology with emphasis on diagnostic, radiological, operative, and clinical laboratory terms. (3 hr lecture)		
MRS 1153	Basic Pathology	3 SH
(Prerequisite: MRS 1123 and MRS 1143) Fundamentals of general pathology with emphasis on the correlation between pathological processes and clinical signs, symptoms and cause of disease. (3 hr lecture)		
MRS 2113	Medical Record Science III	3 SH
(Prerequisite: MRS 1133 and BIO 1524) Principles of coding and indexing systems, special registries, research techniques related to medical information. (2 hr lecture, 2 hr lab)		
MRS 2133	Medical Record Science IV	3 SH
(Prerequisite: MRS 2113) A survey of federal, state and local regulations as they pertain to the health field with emphasis on legal aspects of health records. Introduction to the basic principles of organization and management with emphasis on interdepartmental and departmental organization and management. Introduction to health statistics and their use, together with methods of compilation with the medical record as a source document. (2 hr lecture, 2 hr lab)		
MRS 2147	Directed Practice I	7 SH
(Prerequisite: MRS 1113, 1123, 1133) Observation of and orientation to the Medical Records Department in affiliated hospitals; supervised learning experience through participation in departmental activities for application of basic health record principles. (260 clock hours per semester plus 1 hour per week seminar with departmental faculty)		
MRS 2157	Directed Practice II	7 SH
(Co-requisite: MRS 2133) Observation of and orientation to the medical records in health facilities other than the general hospital, e.g. physician's clinic, community health centers, and mental health centers. (260 clock hours per semester plus 1 hour per week seminar with departmental faculty)		

MICROCOMPUTER INFORMATION PROCESSING TECHNOLOGY

TMI 1133	Data Entry & Retrieval Operations	3 SH
(Prerequisite: TBT 1113 or equivalent) Introduction to the data processing functions of recording, coding, sorting, calculating, summarizing, communicating, storing, and retrieving on the microcomputer. (3 hr lecture)		
TMI 1813	Introduction to Microcomputers and BASIC Programming	3 SH
(Prerequisite: TBT 1113 or equivalent) Introduction to microcomputer operations and principles of computer programming using BASIC language. (3 hr lecture)		
TMI 1823	Advanced BASIC Programming	3 SH
(Prerequisite: TMI 1133, 1813) Continuation of the study of BASIC programming with emphasis on file access techniques, program design, and computer generated screen design. (3 hr lecture)		

The Courses

TMI 2813	Information Processing I	3 SH
(Prerequisite: TBT 1113 or equivalent) Introduction to information processing concepts with emphasis on the development of word and data processing skills on the microcomputer. (3 hr lecture)		
TMI 2823	Information Processing II	3 SH
(Prerequisite: TMI 2813) Continuation of the development of information processing skills on the microcomputer with emphasis on supervisory skills and management techniques. (3 hr lecture)		
TMI 2833	Data Base Management	3 SH
(Prerequisite: TMI 1133) Introduction to data base concepts using prewritten data base software on the microcomputer. (3 hr lecture)		
TMI 2843	Microcomputer Business Applications I	3 SH
(Prerequisite: TMI 2813) Introduction to the electronic spreadsheet as an aid to management decision making. (3 hr lecture)		
TMI 2853	Microcomputer Business Applications II	3 SH
(Prerequisite: TMI 2813) Continuation of Microcomputer Applications I, including microcomputer accounting applications. (3 hr lecture)		

MICROCOMPUTER SERVICE TECHNOLOGY

TMS 1213	Programming Systems	3 SH
(Prerequisite: Consent of instructor) A study of the different programming languages used on the microcomputer. An in-depth study of machine language and basic programming. (2 hr lecture, 2 hr lab)		
TMS 1223	Introduction to Microprocessors and Interfacing	3 SH
(Prerequisite: TEL 1356, co-requisite: TMS 1224) A study of the microprocessors of different types, their structures, and the interfacing needed for them to operate. (2 hr lecture, 2 hr lab)		
TMS 1224	Solid State and Digital Electronics Devices	4 SH
(Prerequisite: TEL 1356) A study of different types of semi-conductor and digital devices and their circuits. (3 hr lecture, 2 hr lab)		
TMS 2136	Microcomputer Electronics Theory and Servicing I	6 SH
(Prerequisite: TMS 1224) A study of the physical construction and circuits of the microcomputer. The student will begin hand work on the complete microcomputer. (3 hr lecture, 6 hr lab)		
TMS 2146	Microcomputer Peripheral and Electro-Mechanical Devices I	6 SH
(Prerequisite: TMS 2136) A study of the physical construction and circuits of peripheral devices, such as, printers, disk drives, and other peripheral devices. (3 hr lecture, 6 hr lab)		
TMS 2256	Microcomputer Electronics Theory and Servicing II	6 SH
(Prerequisite: TMS 2136 and TMS 2146) A continuation of TMS 2136. (3 hr lecture, 6 hr lab)		
TMS 2266	Microcomputer Peripheral and Electro-Mechanical Devices II	6 SH
(Prerequisite: TMS 2136 and TMS 2146) A continuation of TMS 2146. (3 hr lecture, 6 hr lab)		

MILITARY SCIENCE

MSC 1111	Fundamentals of Leadership and Management I	1 SH
An introduction to the U.S. Army and the Reserve Officers' Training Corps. (1 hr lecture, 1 hr lab)		
MSC 1121	Fundamentals of Leadership and Management II	1 SH
A study of military first aid tasks and procedures. (1 hr lecture, 1 hr lab)		
MSC 1213	Leadership/Military Teaching Principles	3 SH
A study of psychological, physiological, and sociological factors affecting human behavior as well as practice in the application of sound principles of leadership to common place problems, principles, methods and techniques fundamental to military instruction and practical application in the preparation, presentation, and evaluation of instruction.		

MSC 2111	American Military History	1 SH
A study of American Military History. (2 hr lecture, 1 hr lab)		
MSC 2112	Applied Leadership and Management I	2 SH
A study of nuclear, biological and chemical weapons, tactical operations, and leadership (2 hr lecture, 1 hr lab)		
MSC 2121	Introduction to Tactics and Operations	1 SH
Leadership theory and the platoon leaders, weapons, and land navigation. (2 hr lecture, 1 hr lab)		
MSC 2122	Applied Leadership and Management II	2 SH
An introductory study of land navigation and Army training management. (2 hr lecture, 1 hr lab)		

MODERN LANGUAGE

NOTE: For the student who plans to graduate from a four-year school that requires language for graduation, all required hours taken must be in the same language.
The four-year colleges will not allow credit for the first semester of the elementary course of any foreign language until the student has taken and passed the second semester for the same language.

MFL 1113	Elementary French I	3 SH
For beginning students and those with not more than one year of high school French. Pronunciation, grammar, conversation, reading, and composition. (3 hr lecture)		
MFL 1123	Elementary French II	3 SH
(Prerequisite: MFL 1113 or equivalent) Continuation of MFL 1113 with emphasis on the development of oral skills. (3 hr lecture)		
MFL 1213	Elementary Spanish I	3 SH
For beginning students and those with not more than one year of high school Spanish. Basic Spanish grammar, pronunciation, vocabulary, conversation, reading and composition. (3 hr lecture)		
MFL 1223	Elementary Spanish II	3 SH
(Prerequisite: MFL 1213 or equivalent) Continuation of MFL 1213 with emphasis on reading, writing, and oral activities. (3 hr lecture)		
MFL 1313	Elementary German I	3 SH
For beginning students and those with no more than one year of high school German. Fundamentals of grammar, conversation, and reading. Emphasis on syntax and on vocabulary and pronunciation with practice in listening and speaking. (3 hr lecture)		
MFL 1323	Elementary German II	3 SH
(Prerequisite: MFL 1313) Continuation of MFL 1313 with emphasis on the development of oral skills. (3 hr lecture)		
MFL 2113	Intermediate French I	3 SH
(Prerequisite: MFL 1123 or two units of high school French) Review of French grammar with readings and exercises designed to increase the student's vocabulary, contribute to mastery of idiomatic construction, and introduce French literature. (3 hr lecture)		
MFL 2123	Intermediate French II	3 SH
(Prerequisite: MFL 2113 or equivalent) Continuation of MFL 2113 with advanced activities in reading, writing, and speaking the language. (3 hr lecture)		
MFL 2213	Intermediate Spanish I	3 SH
(Prerequisite: MFL 1223 or two units of high school Spanish) Review of Spanish grammar, followed by the reading of suitable modern Spanish literature. (3 hr lecture)		
MFL 2223	Intermediate Spanish II	3 SH
(Prerequisite: MFL 2213 or equivalent) Continuation of MFL 2213 (3 hr lecture)		
MFL 2243	Spanish Conversation I	3 SH
(Prerequisite: MFL 1223 or equivalent) Conversation and composition. May be taken concurrently with MFL 2213 but not before MFL 2213 except with permission from the instructor. (3 hr lecture)		

The Courses

MFL 2253	Spanish Conversation II	3 SH
(Prerequisite: MFL 1223 or equivalent) May be taken concurrently with MFL 2223, but not before MFL 2223 except with permission of the instructor. (3 hr lecture)		
MFL 2313	Intermediate German I	3 SH
(Prerequisite: MFL 1323 equivalent) Primarily a reading and writing course. Review of grammar is provided as well as practice in comprehension and speaking. (3 hr lecture)		
MFL 2323	Intermediate German II	3 SH
(Prerequisite: MFL 2313) Continuation of MFL 2313. Advanced grammatical construction. Various readings, writing and speaking activities on a higher level. (3 hr lecture)		

MUSIC APPLIED

(Brass, Guitar, Organ, Percussion, Piano, Strings, Voice & Woodwinds)

BRASS

MUA 1111	Class Brass I	1 SH
Lessons in rudiment of Brass instruments. (2 hr lab)		
MUA 1121	Class Brass II	1 SH
(Prerequisite: MUA 1111 or audition) Continuation of MUA 1111. (2 hr lab)		
MUA 1141	Elective Brass I	1 SH
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)		
MUA 1151	Elective Brass II	1 SH
(Prerequisite: MUA 1141 or audition) Continuation of MUA 1141. Second semester instruction. (1 hr practice daily)		
MUA 1172	Music Ed. Brass I	2 SH
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hr practice daily)		
MUA 1173	Brass Major I	3 SH
(Prerequisite: Audition) First semester private instruction for Music Majors. (2 half-hr lesson per week, 3 hrs practice daily)		
MUA 1182	Music Ed. Brass II	2 SH
(Prerequisite: MUA 1172 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)		
MUA 1183	Brass Major II	3 SH
(Prerequisite: MUA 1173, or audition) Second semester private instruction for Music Majors. (2 half-hr lessons per week, 3 hr practice daily)		
MUA 2141	Elective Brass III	1 SH
(Prerequisite: MUA 1151 or audition) Continuation of MUA 1151. Third semester instruction. (1 hr practice daily)		
MUA 2151	Elective Brass IV	1 SH
(Prerequisite: MUA 2141 or audition) Continuation of MUA 2141. Fourth semester (1 hr practice daily) Continuation of MUA 2141.		
MUA 2172	Music Ed. Brass III	2 SH
(Prerequisite: MUA 1182 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week - 2 hrs practice daily)		
MUA 2173	Brass Major III	3 SH
(Prerequisite: MUA 1183 or audition) Third semester private instruction for Music Major. (2 half hr lessons per week, 3 hrs practice daily)		
MUA 2182	Music Ed. Brass IV	2 SH
(Prerequisite: MUA 2172 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week - 2 hrs practice daily)		

MUA 2183 Brass Major IV 3 SH
(Prerequisite: MUA 2173 or audition) Fourth semester private instruction for Music Major. (2 half hr lessons per week, 3 hrs practice daily)

GUITAR

MUA 1211 Class Gultar I 1 SH
Lessons in rudiments of guitar (2 hrs lab)

MUA 1221 Class Gultar II 1 SH
(Prerequisite: MUA 1121 or audition) Continuation of MUA 1211 (2 hrs lab)

MUA 1241 Elective Gultar I 1 SH
(Prerequisite: Audition) First semester private instruction (1 hr practice daily)

MUA 1251 Elective Gultar II 1 SH
(Prerequisite: MUA 1241 or audition) Continuation of MUA 1241. Second semester private instruction. (1 hr practice daily)

MUA 2241 Elective Gultar III 1 SH
(Prerequisite: MUA 1251 or audition) Continuation of MUA 1251. Third semester private instruction. (1 hr practice daily)

MUA 2251 Elective Gultar IV 1 SH
(Prerequisite: MUA 2241 or audition) Continuation of MUa 2241 or audition) Continuation of MUA 2241. Fourth semester private instruction. (1 hr practice daily)

ORGAN

MUA 1331 Elective Organ I 1 SH
(Prerequisite: Piano Audition) First semester private instruction. (1 hr practice daily)

MUA 1341 Elective Organ II 1 SH
(Prerequisite: MUA 1331 or audition) Continuation of MUA 1331. Second semester private instruction. (1 hr practice daily)

MUA 1362 Music Education Organ I 2 SH
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lesson per week, 2 hrs practice daily)

MUA 1372 Music Education Organ II 2 SH
(Prerequisite: MUA 1362 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)

MUA 1363 Organ Major I 3 SH
(Prerequisite: Audition) First Semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)

MUA 1373 Organ Major II 3 SH
(Prerequisite: MUA 1363 or audition) Second semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)

MUA 2331 Elective Organ III 1 SH
(Prerequisite: Piano audition) First semester private instruction. Third semester, private instruction. (1 hr practice daily)

MUA 2341 Elective Organ IV 1 SH
(Prerequisite: MUA 2331 or audition) Continuation of MUA 2331. Fourth semester private instruction. (1 hr practice daily)

MUA 2362 Music Education Organ III 2 SH
(Prerequisite: MUA 1372 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)

MUA 2363 Organ Major III 3 SH
(Prerequisite: MUA 1373 or audition) Third semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)

The Courses

MUA 2372 Music Education Organ IV 2 SH
(Prerequisite: MUA 2362 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)

MUA 2373 Organ Major IV 3 SH
(Prerequisite: MUA 2363 or audition) Fourth semester instruction for Music major. (2 half hr lessons per week, 3 hrs practice daily)

PERCUSSION

MUA 1411 Class Percussion I 1 SH
Lessons in rudiment of percussion instrument. (2 hrs lab)

MUA 1421 Class Percussion II 1 SH
(Prerequisite: MUA 1411 or audition) Continuation of MUA 1411. (2 hrs lab)

MUA 1441 Elective Percussion I 1 SH
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1451 Elective Percussion II 1 SH
(Prerequisite: MUA 1441 or audition) Continuation of MUA 1441. Second semester private instruction. Second semester. (1 hr practice daily)

MUA 1472 Percussion Education Major I 2 SH
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)

MUA 1473 Percussion Major I 3 SH
(Prerequisite: Audition) First semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)

MUA 1482 Percussion Education Major II 2 SH
(Prerequisite: MUA 1472 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hour lessons per week, 2 hrs practice daily)

MUA 1483 Percussion Major II 3 SH
(Prerequisite: MUA 1473 or audition) Second semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)

MUA 2441 Elective Percussion III 1 SH
(Prerequisite: MUA 1451 or audition) Continuation of MUA 1451. Third semester private instruction. (1 hr practice daily)

MUA 2451 Elective Percussion IV 1 SH
(Prerequisite: MUA 2441 or audition) Continuation of MUA 2441 or audition. Continuation of MUA 2441. Fourth semester private instruction. (1 hr practice daily)

MUA 2472 Percussion Education Major III 2 SH
(Prerequisite: MUA 1482 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)

MUA 2473 Percussion Major III 3 SH
(Prerequisite: MUA 1483 or audition) Third semester private instruction for Music majors (2 half hr lessons per week, 3 hrs practice daily)

MUA 2482 Percussion Education Major IV 2 SH
(Prerequisite: MUA 2472 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)

MUA 2483 Percussion Major IV 3 SH
(Prerequisite: MUA 2473 or audition) Fourth semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)

PIANO

MUA 1511 Class Piano I 1 SH
For students who have no previous keyboard experience. (2 hrs lab)

MUA 1521	Class Piano II	1 SH
(Prerequisite: MUA 1511 or audition) Continuation of MUA 1511. (2 hrs lab)		
MUA 1541	Elective Piano I	1 SH
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)		
MUA 1551	Elective Piano II	1 SH
(Prerequisite: MUA 1541 or audition) Continuation of MUA 1541. Second semester private instruction. (1 hr practice daily)		
MUA 1572	Music Education Piano I	2 SH
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 1573	Piano Major I	3 SH
(Prerequisite: Audition) First semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)		
MUA 1582	Music Education Piano II	2 SH
(Prerequisite: MUA 1572 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 1583	Piano Major II	3 SH
(Prerequisite: MUA 1573 or audition) Second semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)		
MUA 2511	Class Piano III	1 SH
(Prerequisite: MUA 1521 or audition) Continuation of MUA 1521. (2 hrs lab)		
MUA 2521	Class Piano IV	1 SH
(Prerequisite: MUA 2511 or audition) Continuation of MUA 2511. (2 hr lab)		
MUA 2541	Elective Piano III	1 SH
(Prerequisite: MUA 1551 or audition) Continuation of MUA 1551. Third semester private instruction. (1 hr practice daily)		
MUA 2551	Elective Piano IV	1 SH
(Prerequisite: MUA 2541 or audition) Continuation of MUA 2541. Fourth semester private instruction. (1 hr practice daily)		
MUA 2572	Music Education Piano III	2 SH
(Prerequisite: MUA 1582 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 2573	Piano Major III	3 SH
(Prerequisite: MUA 1583 or audition) Third semester private instruction for Music majors (2 half hr lessons per week, 2 hrs practice daily)		
MUA 2582	Music Education Piano IV	2 SH
(Prerequisite: MUA 2572 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 2583	Piano Major IV	3 SH
(Prerequisite: MUA 2573 or audition) Fourth semester private instruction for Music majors. (2 half hr lesson per week, 3 hrs practice daily)		

STRINGS

MUA 1611	Class Strings	1 SH
Lessons in rudiment of strings. (2 hrs lab)		
MUA 1621	Class Strings II	1 SH
(Prerequisite: MUA 1611 or audition) Continuation of MUA 1611. (2 hrs lab)		
MUA 1641	Elective Strings I	1 SH
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)		

The Courses

MUA 1651	Elective Strngs II	1 SH
(Prerequisite: MUA 1641 or audition) Continuation of MUA 1641. Second semester private instruction. (1 hr practice daily)		
MUA 1672	Music Education Strngs I	2 SH
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 1682	Music Education Strngs II	2 SH
(Prerequisite: MUA 1672 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 2641	Elective Strngs III	1 SH
(Prerequisite: MUA 1651 or audition) Continuation of MUA 1651. Third semester private instruction. (1 hr practice daily)		
MUA 2651	Elective Strngs IV	1 SH
(Prerequisite: MUA 1641 or audition) Continuation of MUA 2641. Fourth semester private instruction. (1 hr practice daily)		
MUA 2672	Music Education Strngs III	2 SH
(Prerequisite: MUA 1682 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 2682	Music Education Strngs IV	2 SH
(Prerequisite: MUA 2672 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		

VOICE

MUA 1711	Class Voice I	1 SH
Lessons in the fundamental aspects of vocal arts. (2 hrs lab)		
MUA 1721	Class Voice II	1 SH
(Prerequisite: MUA 1711 or audition) Continuation of MUA 1711. (2 hrs lab)		
MUA 1741	Elective Voice I	1 SH
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)		
MUA 1751	Elective Voice II	1 SH
(Prerequisite: MUA 1741 or audition) Second semester private instruction.		
MUA 1772	Music Education Voice I	2 SH
(Prerequisite: Audition) First semester private instruction for music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 1773	Voice Major I	3 SH
(Prerequisite: Audition) First semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)		
MUA 1782	Music Education Voice II	2 SH
(Prerequisite: MUA 1772 or audition) Second semester private instruction for music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 1783	Voice Major II	3 SH
(Prerequisite: MUA 1773 or audition) Second semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)		
MUA 2741	Elective Voice III	1 SH
(Prerequisite: MUA 1741 or audition) Third semester private instruction. (1 hr practice daily)		
MUA 2751	Elective Voice IV	1 SH
(Prerequisite: MUA 2741 or audition) Fourth semester private instruction. (1 hr practice daily)		
MUA 2772	Music Education Voice III	2 SH
(Prerequisite: MUA 1782 or audition) Third semester private instruction for music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		

MUA 2773	Volce Major III	3 SH
(Prerequisite: MUA 1783 or audition) Third semester instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)		
MUA 2782	Music Education Volce IV	2 SH
(Prerequisite: MUA 2772 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 2783	Voice Major IV	3 SH
(Prerequisite: MUA 2773 or audition) Fourth semester instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)		

WOODWINDS

MUA 1811	Class Woodwinds I	1 SH
Lessons in rudiments of woodwind instruments. (2 hrs lab)		
MUA 1821	Class Woodwinds II	1 SH
(Prerequisite MUA 1811 or audition) Continuation of MUA 1811 (2 hrs lab)		
MUA 1841	Elective Woodwinds I	1 SH
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)		
MUA 1851	Elective Woodwinds II	1 SH
(Prerequisite: MUA 1841 or audition) Second semester instruction. (1 hr practice daily)		
MUA 1872	Music Education Woodwinds I	2 SH
(Prerequisite: Audition) First semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 1873	Woodwinds Major I	3 SH
(Prerequisite: Audition) First semester private instruction for music majors. (2 half hr lessons per week, 3 hrs practice daily)		
MUA 1882	Music Education Woodwinds II	2 SH
(Prerequisite: MUA 1872 or audition) Second semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 1883	Woodwinds Major II	3 SH
(Prerequisite: MUA 1873 or audition) Second semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)		
MUA 2841	Elective Woodwinds III	1 SH
(Prerequisite: MUA 1851 or audition) Third semester instruction. (1 hr practice daily)		
MUA 2851	Elective Woodwinds IV	1 SH
(Prerequisite: MUA 2841 or audition) Fourth semester private instruction. (1 hr practice daily)		
MUA 2872	Music Education Woodwinds III	2 SH
(Prerequisite: MUA 1872 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements (2 half hr lessons per week, 2 hrs practice daily)		
MUA 2873	Woodwinds Major III	3 SH
(Prerequisite: MUA 1883 or audition) Third semester private instruction for Music majors (2 half hr lessons per week, 2 hrs practice daily)		
MUA 2882	Music Education Woodwinds IV	2 SH
(Prerequisite: MUA 2872 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half hr lessons per week, 2 hrs practice daily)		
MUA 2883	Woodwinds Major IV	3 SH
(Prerequisite: MUA 2873 or audition) Fourth semester private instruction for Music majors. (2 half hr lessons per week, 3 hrs practice daily)		

MUSIC FOUNDATIONS (HISTORY, LITERATURE, THEORY)

MUS 1113 Music Appreciation 3 SH

(Non Majors) Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture.

MUS 1123 Music Survey (Majors) 3 SH

A listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present.

MUS 1133 Fundamentals of Music 3 SH

Provides the student with basic knowledge of notation, scales, keys, rhythm, intervals, triads, and their inversion.

NOTE: MUS 1133 is not the standard freshman theory course required for graduation from senior colleges and universities and is not offered to meet these requirements. Students taking MUS 1133 and planning to continue as music majors in a senior college should follow this course with MUS 1214, 1224.

MUS 1214 Theory I 4 SH

(Prerequisite: MUS 1133 or successful completion of Theory Placement Test and concurrent enrollment in band or choir and piano) Vocabulary and techniques of traditional contrapuntal - harmonic music, with keyboard application, written work and correlated aural dictation and sight-singing. Required of music majors. (3 hr lecture, 2 hr lab)

MUS 1224 Theory II 4 SH

(Prerequisite: MUS 1214 and concurrent enrollment in band or choir, and piano) Continuation of MUS 1214. (3 hr lecture, 2 hr lab)

MUS 2214 Theory III 4 SH

(Prerequisite: MUS 1214 and 1224 and concurrent enrollment in band or choir and piano) Continuation of MUS 1224 (3 hr lecture, 2 hr lab)

MUS 2224 Theory IV 4 SH

Prerequisite: MUS 2214 and concurrent enrollment in band or choir and piano) Continuation of MUS 2214. (3 hr lecture, 2 hr lab)

MUS 2313 Music History I 3 SH

(Prerequisite: MUS 1123 and 1224 or MUS 1123) and consent of department chairman) Music of primitive nations; rise and developments of liturgy; the Polyphonic Age; the rise of opera and oratorio; the periods of Bach and Handel, Haydn and Mozart; advent of Beethoven; American musical development. (3 hr lecture)

MUS 2323 Music History II 3 SH

(Prerequisite: MUS 1123 and MUS 1224 or MUS 1123 and consent of department chairman) Music of the Romantic Period. Lecture-listening and score-reading course designed for study of music, musicians, and musical development from 1825-1900, including the works of Debussy, Ravel, and Richard Strauss. (3 hr lecture)

MUS 2413 The Business of Music - Management and Booking 3 SH

Basic information designed to give the student an understanding of the problems and solutions relating to the management and booking of artists in all fields of the entertainment community.

MUS 2423 The Business of Music - The Music Recording Industry 3 SH

Basic information designed to acquaint the student with studio techniques as well as the problems related to publishing, copyright, royalties and merchandising.

MUS 2513 Music for Children 3 SH

A study of the fundamentals of music, sightreading and terminology.

MUSIC ORGANIZATIONS (BAND, STAGE BAND & CHOIR)

MUO 1111 Band I 1 SH

(Prerequisite: Audition or consent of instructor) Organized to serve the college at games, concerts, and other public and special functions. (5 hr lab)

MUO 1121 Band II 1 SH

(Prerequisite: MUO 1111 or audition or consent of instructor) Continuation of MUO 1111 (5 hr lab)

MUO 1171	Stage Band I	1 SH
(Prerequisite: Audition) Organized to serve the college at concerts and other public and special functions. (3 hr lab)		
MUO 1181	Stage Band II	1 SH
(Prerequisite: Audition) Continuation of MUO 1171. (3 hr lab)		
MUO 1211	Cholr I	1 SH
(Prerequisite: Audition or consent or instructor) Performing group of the vocal department. Numerous appearances during the year, both on campus and throughout the state. (3 hr lab)		
MUO 1221	Cholr II	1 SH
(Prerequisite: MUO 1211 or audition or consent of instructor) Continuation of MUO 1211 (3 hr lab)		
MUO 2111	Band III	1 SH
(Prerequisite: MUO 1121 or audition or consent of instructor) Continuation of MUO 1121 (5 hr lab)		
MUO 2121	Band IV	1 SH
(Prerequisite: MUO 2111 or audition or consent of instructor) Continuation of MUO 2111 (5 hr lab)		
MUO 2171	Stage Band III	1 SH
(Prerequisite: Audition) Continuation of MUO 1181 (3 hr lab)		
MUO 2181	Stage Band IV	1 SH
(Prerequisite: Audition) Continuation of MUO 2171. (3 hr lab)		
MUO 2211	Cholr III	1 SH
(Prerequisite: MUO 1221 or audition or consent of instructor) Continuation of MUO 1221 (3 hr lab)		
MUO 2221	Cholr IV	1 SH
(Prerequisite: MUO 2211 or audition or consent of instructor) Continuation of MUO 2211 (3 hr lab)		

NUCLEAR POWER TECHNOLOGY

TNP 1116	Nuclear Power Plant Operations I	6 SH
(Prerequisite: Program Admission) This course is the first of a two-semester course sequence aimed at preparing non-license operator personnel, generally referred to as trainees or auxillaries, within a nuclear power plant. In addition to an overview of the nuclear power industry and power plant fundamentals, the course generally follows the Guidelines for Qualification Programs for Nuclear Power Plant Non-Licensed Operators as developed by the Institute for Nuclear Power Operations (IN-OP) (4 hr lecture, 4 hr lab)		
TNP 1126	Nuclear Power Plant Operations II	6 SH
(Prerequisite: TNP 1116) This course is a continuation of Nuclear Power Plant Operations I, TNP 1116. (4 hr lecture, 4 hr lab)		
TNP 1138	Internship Work Experience	8 SH
(Prerequisite: TNP 1126 and employment verification) This course consists of short-term employment and on-the-job training in a nuclear power plant. Activities include participation in nuclear power plant startup, operation, maintenance, or technical services as a trainee under the direction of experienced personnel. (40 hr work experience per week for 8 weeks)		
TNP 2113	Atomic & Nuclear Physics	3 SH
(Prerequisite: TNP 1138) This course provides the theory and practical aspects of atomic and nuclear physics as it applies to the atom, the nucleus, the nuclides and radiation. Concepts such as mass-energy equivalence, atomic and nuclear structure, ionizing radiation, half life, and the interactions of radiation with matter will be discussed. (2 hr lecture, 2 hr lab)		
TNP 2123	Health Physics	3 SH
(Prerequisite: TNP 2113) This course offers the principles of radiation protections and methods used to protect against ionizing radiation. Personnel dosimetry, survey instruments, contamination count, medical aspects of radiation exposure and dose calculations highlight this course and includes the measuring and reporting of activity, counting techniques and statistics, emergency measures, SCA, SMA, and detection techniques. (2 hr lecture, 2 hr lab)		
TNP 2133	Instrumentation & Control Systems I	3 SH
(Prerequisite: TNP 1138) This course is the first of a two-semester course sequence aimed at providing the basic electricity, electronics, instrumentation and control system theory and practice require of instrumentation and control trainees,		

The Courses

mechanics and technicians. The sequence includes a basic study of process instrumentation and control mechanisms related to temperature, pressure flow and level. Hydraulic, pneumatic, and servo mechanisms, analog/digital logic, and electrical distribution systems are also included. (2 hr lecture, 2 hr lab)

TNP	2143	Instrumentation & Control Systems II	3 SH
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(Prerequisite: TNP 2133) This course is a continuation of Instrumentation and Control Systems I, TNP 2133. (2 hr lecture, 2 hr lab)

TNP 2156 Nuclear Science & Radiation Protection I 6 SH

(Prerequisite: TNP 1138) This course is the first of a two-semester course sequence aimed at preparing persons for initial licensed operator positions and broad-based nuclear power technician positions within a nuclear power plant. In addition to advanced operational techniques and procedures, this sequence also includes such topics as reactor physics and reactor operations, power plant thermodynamics, PWR systems, BWR systems, radiation protection and problem analysis and decision making. (4 hr lecture, 4 hr lab)

TNP 2166 Nuclear Science & Radiation Protection II 6 SH

(Prerequisite: TNP 2156) This course is a continuation of Nuclear Science and Radiation Protection I. TNP 2156. (4 hr lecture, 4 hr lab)

NURSING

NUR 1118	Nursing Science I	8 SH
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(Prerequisite: BIO 1514 and 1524. Prerequisite or co-requisite: PSY 1513 and ENG 1113) Characteristics of the basic human needs in all phases of the life cycle, the common problems arising from lack of fulfillment, and identification and orientation to nursing process with emphasis on nursing assessment. Fundamental skills, legal/ethical aspects, psychological relationships and communication skills included. (4 hr lecture, 8 hr lab)

NUR 1129	Nursing Science II	9 SH
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(Prerequisite: Nursing Science I. Prerequisite or co-requisite: PSY 1523, ENG 1123, SPT 1113) Includes steps of nursing process with emphasis on planning and intervention for problems resulting from alterations in basic needs. Life cycle from adolescence through senescence emphasized. Includes advanced nursing skills and treatment modalities, with implementation of communication process and utilizing mental health concepts. (5 hr lecture, 8 hr lab)

NUR 1211	Nursing Drugs and Calculations	1 SH
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Reviews general mathematics and presents metric-apothecary conversions, calculations of oral and parenteral dosages, children's dosage, drug classifications, and abbreviations and symbols. Special attention is given to clinical work problems.

NUR 2112	Nursing Science III	12 SH
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(Prerequisite: Nursing Science II. Prerequisite or co-requisite: BIO 2924) All steps of the nursing process emphasized in assisting individuals (adolescence through senescence) to meet those basic needs that are altered by psychological and physical illness or injury. Nurse's role as a member of the health team with attention given to communication, problem solving and independent function. (6 hr lecture, 12 hr lab)

NUR 2122	Nursing Science IV	12 SH
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(Prerequisite: Nursing Science III. Prerequisite or co-requisite: SOC 2113) Concepts of prevention of illness, maintenance, and restoration of health with special consideration given to stages of development, conception through the child-bearing years; viewing the family as a unit. Comprehensive utilization of nursing process as a member of the health team in assisting individuals and groups in all stages of life cycle to meet basic needs when those needs are altered by illness or injury. (6 hr lecture, 12 hr lab)

PETROLEUM TECHNOLOGY

TPE	1124	Petroleum Exploration & Production	4 SH
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An orientation to the petroleum industry with emphasis on the techniques of exploration, drilling and production. Topics include: history and future possibilities; exploration methods; oil field development; well completion methods; and conservation policies.

TPE	1214	Rig Construction and Drilling Operations	4 SH
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(Prerequisite: TPE 1124) Rotary drilling series including topics on: the bit, the drill stem, rotary kelly and swivel, the blocks and drilling line, the hoist, power and power transmission, circulating systems, auxiliaries, safety on the rig, diesel engines and electric power, and mud pumps and conditioning equipment.

The Courses

TPE 1313	Internship Work Experience I	3 SH
(Prerequisite: Approval of advisor) Supervised work experience in the petroleum field, including student applying for a related job, on-the-job supervision, scheduled visits by internship coordinators, and periodic evaluations.		
TPE 2113	Petroleum Geology	3 SH
(Prerequisite: GLY 1113) Consists of an introduction to the basic concepts of sedimentation and stratigraphy with emphasis placed on oil formation, migration and trap identification. An introduction to subsurface mapping also included.		
TPE 2123	Mineral Rights and Leases	3 SH
Designed as a practical exercise of researching property ownership for wells, introduction to laws of land ownership, mineral rights, royalties and leases, transfer of property, deed plating and writing deed descriptions, review of Mississippi oil and gas law and other laws related to the oil fields.		
TPE 2133	Petroleum Drilling Methods	3 SH
(Prerequisite: TPE 1124) Principles of drilling methods and drilling systems, including drilling mud, drilling a straight hole, casing and cementing, testing and completing, controlled directional drilling, open hole fishing, blow out prevention, and maintenance of surface equipment.		
TPE 2143	Oil Field Services	3 SH
(Prerequisite: TPE 1124) Well servicing and workover topics including well logging methods, well completion methods, artificial lift methods, production rig equipment, well servicing and repair, control of formation pressure, fishing tools and techniques, well stimulation treatment, and well service profitability.		
TPE 2153	Lease Negotiations & Agreements	3 SH
(Prerequisite: TPE 2123) A continuation of Mineral Rights and Leases with emphasis on obtaining and administering oil and gas leases, including potential problems and how to avoid them. Topics include: lessee-lessor negotiations, public relations; and the preparation and execution of contracts and agreements.		
TPE 2213	Oil and Gas Reservoirs	3 SH
(Prerequisite: TPE 2113) Study of physical properties of petroleum reservoir rocks emphasizing porosity, fluid saturation, and permeability and study of thermodynamic behavior of naturally occurring hydrocarbon mixtures including core analysis, porosity, and permeability determinations.		
TPE 2223	Land Lease Management	3 SH
(Prerequisite: TPE 2123) Topics include: developing a prospect area outline, searching land records for mineral ownership, negotiating leases, recording and processing of leases for future rental payments, easement and right-of-way acquisitions, soliciting for farm-outs, obtaining drill site opinions, performing title curative on opinions, settling of surface damages, setting up land lease records as to production, obtaining division order title opinions, setting up records for payment of royalty, economic evaluation of petroleum properties, professional properties, professional ethics and other elements of land work.		
TPE 2233	Oil and Gas Well Completions	3 SH
(Prerequisite: TPE 2143) Well completion methods including casing, cementing, acidizing and hydraulic fracturing. Emphasis is placed on the various well logging methods, electric and nuclear including practice for complete log analysis.		
TPE 2243	Petroleum Production	3 SH
(Prerequisite: TPE 1124) Theory and design of lift systems, design and selection of surface systems for the separation, treatment and storage of oil, water and gas. Included is field handling of natural gas, operation of electrified and automatic leases, oil pipeline pumping station operation, flow measurement, positive displacement pumps and oil field safety.		
TPE 2253	Geophysical (Seismic) Operations	3 SH
(Prerequisite: TPE 2113) A study of the physical principles, techniques and equipment used to test, record and evaluate the strata of the earth for possible petroleum deposits, with emphasis on seismic operations.		
TPE 2263	Title Abstracts, Conveyances & Curative	3 SH
(Prerequisite: TPE 2123) A continuation of Mineral Rights and Leases with emphasis on courthouse procedures and related practices associated with developing land descriptions, conveyances in the oil and gas industry.		
TPE 2313	Internship Work Experience II	3 SH
(Prerequisite: TPE 1313) A continuation of TPE 1313.		

PHILOSOPHY AND BIBLE

PHI 1113	Old Testament Survey	3 SH
Survey study of the Old Testament. Emphasis upon its religious, literary, and historical values. Law, Prophets, Writings con-		

The Courses

sidered. (3 hr lecture)

PHI 1133 New Testament Survey 3 SH

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts and the other New Testament books. (3 hr lecture)

PHI 2113 Introduction to Philosophy I 3 SH

Introduction to systematic and philosophical thinking and study of significant trends of philosophy both past and present. (3 hr lecture)

PHI 2123 Introduction to Philosophy II 3 SH

Contemporary problems and personal development from a philosophic perspective. (3 hr lecture)

PHI 2613 World Religions 3 SH

Comparison of the beliefs and developments of the Christian religion with those of Buddhism, Mohammedanism, Hinduism, and other important religions. (3 hr lecture)

PHI 2713 Logic 3 SH

Attempts to provide an understanding of Aristotelian "forms of correct thought" and the first two orders of symbolic logic. (3 hr lecture)

PHYSICS

PHY 1113 Astronomy I 3 SH

Solar system, the stars, the galaxy, and the extra-galactic universe. Occasional observatory work at night. (3 hr lecture)

PHY 1123 Astronomy II 3 SH

Continuation of PHY 1113. (3 hr lecture)

PHY 2213 Physical Science Survey I 3 SH

Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. Survey of physics and astronomy. One unit of high school algebra is recommended. (3 hr lecture)

PHY 2223 Physical Science Survey II 3 SH

Continuation of PHY 2213. A survey of chemistry, geology, and meteorology. (3 hr lecture)

PHY 2243* Physical Science Survey I 3 SH

Designed for the nontechnical students. A survey of laws of physics and astronomy. (2 hr lecture, 2 hr lab)

PHY 2253* Physical Science Survey II 3 SH

Designed for the nontechnical student. A survey of chemistry, meteorology, and geology. (2 hr lecture, 2 hr lab)

PHY 2313 Physics with Calculus - I 3 SH

(Prerequisite or co-requisite: MAT 1613) Laws of mechanics and fluids. PHY 2313, 2323, and 2333 satisfy the physics requirements for science and engineering majors. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2323 Physics with Calculus - II 3 SH

(Prerequisite: PHY 2313, Prerequisite or co-requisite: MAT 1623) Laws of heat, sound, and light. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2333 Physics with Calculus - III 3 SH

(Prerequisite: PHY 2323. Prerequisite or co-requisite: MAT 1613) Laws of electricity, magnetism, and modern physics. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2414 General Physics I 4 SH

(Prerequisite: MAT 1313 and 1323; MAT 1323 may be taken concurrently) Laws of mechanics, fluids, heat, and sound. PHY 2414 and 2424 satisfy the physics requirements for students in pre-pharmacy, pre-medicine and related fields. (3 hr lecture, 2 hr lab)

PHY 2424 General Physics II 4 SH

(Prerequisite: PHY 2414) Continuation of PHY 2414. Laws of light, electricity, magnetism and modern physics. (3 hr lecture, 2 hr lab)

* Utica Campus Only

POLITICAL SCIENCE

PSC 1113	American National Government	3 SH
U.S. Government, with emphasis on history, principles, controls, and structure. (3 hr lecture)		
PSC 1123	American State and Local Government	3 SH
A study of the relationship between state and federal government and between states and their subdivisions, organizations, function and operation of executive, legislative, judiciary: election and suffrage generally, Mississippi particularly. (3 hr lecture)		
PSC 2113	Comparative Government	3 SH
(Prerequisite: PSC 1113) A description and comparison of the principles, structure, and operation of selected political systems. (3 hr lecture)		

POSTAL MANAGEMENT TECHNOLOGY

TPM 1113	History and Organization of Postal Service	3 SH
Emphasis on tracing the history of the Postal Service through private and government agencies at the national and international level. Special attention to current postal service. (3 hr lecture)		
TPM 1123	Employee and Labor Relations	3 SH
Emphasis on laws and practices of labor management, current status and problem, national and local agreements, bargaining units, grievance policy, disciplinary policy and the National Labor Relations Board. Special attention to employee relations on training, E.E.O. safety and health, and personnel problems. (3 hr lecture)		
TPM 1133	Support Services	3 SH
Emphasis on revenues, control of revenues, operational efficiency, facilities and ancillary functions, such as office services, administrative services, accounting and storage and distribution. (3 hr lecture)		
TPM 2113	Mail Processing I & II	3 SH
Emphasis on overall understanding of the various aspects of mail processing with special attention to techniques and methods used by postal managers to move large amounts of mail within standard commitments in a cost effective manner. (3 hr lecture)		
TPM 2123	Customer Service	3 SH
Postal operations involved in collecting mail from multiple, diverse points and transporting it in a time and cost effective manner to processing points to multiple, diverse recipients. Includes analysis and control systems. (3 hr lecture)		
TPM 2133	Postal Problem Analysis	3 SH
Postal problems for which the student must use system analysis, problem-solving grids, and decisions by objectives to analyze and specify the dimensions of the problems; identify and test possible causes; assess adverse consequences of possible causes, objectives and solutions; and analyze and test alternatives decided upon as possible objective solutions. (3 hr lecture)		

PSYCHOLOGY

PSY 1513	General Psychology I	3 SH
Introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development; principles of learning; motivation; sensation and perception; thinking; intelligence; and statistics. (3 hr lecture)		
PSY 1523	General Psychology II	3 SH
(Prerequisite: PSY 1513) Continuation of Psychology 1513 emphasizing applied psychological methods and principles. Includes emotion; personality, methods of adjustment, abnormal behavior and therapy; group processes; and industrial psychology. (3 hr lecture)		
EPY 2513	Human Growth & Development I (Child Psychology)	3 SH
(Prerequisite: PSY 1513 and sophomore standing) Considers development from prenatal period through the primary years of puberty. Emphasis on physical, mental, social, and emotional growth as influenced by both maturation and learning. (3 hr lecture)		
EPY 2523	Human Growth & Development II (Adolescent Psychology)	3 SH
(Prerequisite: PSY 1513 and sophomore standing) Human growth and development from puberty through young		

The Courses

adulthood. Includes physical, mental, social, emotional, and moral development, with emphasis on the adolescent's roles in his family, his peer group, in school and in the larger sociocultural environment. (3 hr lecture)

EDU 2543 Educational Psychology 3 SH

(Prerequisite: PSY 1513 and sophomore standing) Examination of learning, learning styles, learning problems behavior, and approaches to behavior management; includes measurement, motivation, and communication.

RADIOLOGICAL TECHNOLOGY

RAD 1113 Introduction to Radiologic Technology 3 SH

(Prerequisite: Approval of Radiologic Technology Admissions Committee) An introduction to radiologic technology to include the history of the profession, technologist responsibilities, work ethics, hospital organization, nursing procedures, radiation protection and basic principles of radiographic exposure. (2 hr lecture, 2 hr lab)

RAD 1123 Radiographic Processing & Exposure 3 SH

(Prerequisite: RAD 1113) Explores the darkroom, methods of film processing, darkroom chemistry, image formation and film construction. Also includes a study of the theories to establish radiographic exposure values, accessory equipment and their uses in the production of quality radiographs. (2 hr lecture, 2 hr lab)

RAD 1133 Radlographic Procedures I 3 SH

(Prerequisite: Approval of Radiologic Technology Admissions Committee) Introduces the analysis of theory in radiography of the chest, abdomen and appendicular skeleton. It includes an introduction to medical terminology and radiographic terminology. (2 hr lecture, 2 hr lab)

RAD 1143 Radlographic Procedures II 3 SH

(Prerequisite: RAD 1133) A continuation of RAD 1133 emphasizing theory in radiography of the bony thorax, vertebral column, pelvis and skull. (2 hr lecture, 2 hr lab)

RAD 1153 Practicum I 3 SH

(Prerequisite: Approval of Radiologic Technology Admissions Committee) Clinical application of radiographic techniques. The student will receive work experience in the radiology office, file room, darkroom, transportation of patients and workroom. The student will observe, assist and perform basic radiographic procedures. (12 hr clinical)

RAD 1163 Practicum II 3 SH

(Prerequisite: RAD 1153) Continuation of the clinical experience with increased responsibility in preparation, care and radiographic exposure of the hospital patient. The student is expected to perform the routine radiographic procedures with technologist supervision. (12 hr clinical)

RAD 1175 Internship I 5 SH

(Prerequisite: RAD 1163) Supervised clinical work experience in Radiologic Technology. (40 hr clinical)

RAD 2113 Special Radlographic Procedures 3 SH

(Prerequisite: RAD 1173) Principles of special procedures emphasizing cardiovascular, neurological and other specialized procedures will be covered. Anatomy and positioning, accessory equipment, contrast medias and film critique of the specialized procedures are included. (2 hr lecture, 2 hr lab)

RAD 2123 Nuclear Medicine and Radiation Therapy 3 SH

(Prerequisite: RAD 2113) This course will emphasize the basic principles and procedures of nuclear medicine, radiation therapy, ultrasonography and thermography. The types of equipment, photo display units for organ imaging and radiopharmacy techniques in nuclear medicine will be presented. The procedures of therapy planning, equipment, radioactive materials and protective measures in radiation therapy will be presented. An overview of ultrasonography and thermography will also be included. (2 hr lecture, 2 hr lab)

RAD 2136 Practicum III 6 SH

(Prerequisite: RAD 1163) Continuation of the clinical experience at affiliating radiology departments, including rotations in nuclear medicine, CAT scanner and operating room. (24 hr clinical)

RAD 2146 Practicum IV 6 SH

(Prerequisite: RAD 2136) Continuation of the clinical experience at affiliating radiology departments with additional emphasis in special radiographic procedures. (24 hr clinical)

RAD 2155 Internship II 5 SH

(Prerequisite: RAD 2146) Final phase of the clinical work experience in Radiologic Technology. Also includes a review of

student learning experiences in the Radiologic Technology program in preparation for the registry examination for radiologic technologist. (40 hr clinical)

READING

REA 1101	Prescriptive Reading	1 SH
Designed for the student who desires assistance in a specific but limited area of weakness. Completion of 20 hours of laboratory practice and the attainment of prescribed goals.		
REA 1103	Developmental Reading	3 SH
(Utica Campus requires Placement Stanine 2 or below) Special reading instruction for students deficient in basic reading skills. Stresses functional word attack, comprehension, and vocabulary skills. Institutional credit only. (3 hr lecture)		
REA 1203	Developmental Reading II	3 SH
A continuation of REA 1103. (3 hr lecture)		
REA 1213	Reading Improvement	3 SH
Develops reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests. (3 hr lecture)		
REA 1233	Speed Reading	3 SH
Practice with laboratory equipment according to the needs of the individual. Emphasis on flexibility, critical thinking, retention, and comprehension. Guidance in developing wide reading interests and in taking standardized tests. Stimulation for reading in depth. (3 hr lecture)		
REA 1413	Improvement of Study	3 SH
Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)		

RESPIRATORY THERAPY TECHNOLOGY

RTT 1111	Respratory Therapy Orientation	1 SH
Lecture, demonstrations and field trips to authorized hospitals to orient the student to the field of respiratory therapy. (1 hr lecture)		
RTT 1123	Respratory Therapy Theory I	3 SH
Basic cardiorespiratory physiology with special emphasis on applied medical physics. (3 hr lecture)		
RTT 1133	Respratory Therapy Theory II	3 SH
Continuation of RTT 1123. (3 hr lecture)		
RTT 2116	Advanced Physiology I	6 SH
Review of the structure of the human body, the function of the heart and lungs in gas exchange, drug effect on organ systems, and pulmonary pathology. (6 hr lecture)		
RTT 2126	Advanced Physiology II	6 SH
Review of the metabolism and energy release, the concept of acid-base balance in the body, and diagnosis, cause and effect and treatment of pulmonary insufficiency. (6 hr lecture)		
RTT 2163	Therapeutic Gas Administration I	3 SH
Precise instruction in various methods of delivering therapeutic gases. Emphasis on the indications, contraindications, and methods of evaluating the effectiveness of gas therapy. Includes gas supply systems, storage systems, flowmeters, regulators, regulators, tents, masks, catheters, and cannulas. (3 hr lecture)		
RTT 2175	Therapeutic Gas Administration II	5 SH
Continuation of RTT 2163. Therapeutic Gas Administration I, with emphasis on the design, function, and maintenance of gas therapy equipment. (4 hr lecture, 2 hr lab)		

RTT 2223	Airway Management	3 SH
Designed to teach the essentials of cardio-pulmonary resuscitation. Special emphasis given to the management of airway obstruction; external cardiac massage; electrocardiography; cardioversion and the use of resuscitators. (2 hr lecture, 2 hr lab)		
RTT 2235	Artificial Ventilation	5 SH
Precise instruction in the management of patients requiring assisted and controlled ventilation. Includes the indications and physiology of artificial ventilation. Fundamental pulmonary physiotherapy with regard to lung disease. Instruction in breath control, postural drainage and various exercise, designed to improve pulmonary function. (4 hr lecture, 2 hr lab)		
RTT 2253	Pulmonary Function Testing	3 SH
Instruction in the techniques of pulmonary function testing as a diagnostic procedure. Lecture and practical application on the use of various types of spirometers and the calculation of lung volumes and rates. (2 hr lecture, 2 hr lab)		
RTT 2312	Conference and Clinical Experience I	2 SH
Clinical experience in an authorized hospital for one semester. (4 hrs clinical experience)		
RTT 2322	Conference and Clinical Experience II	2 SH
Clinical experience in an authorized hospital for one semester. (4 hrs clinical experience)		
RTT 2334	Conference and Clinical Experience III	4 SH
Clinical experience in an authorized hospital for one semester. (8 hrs clinical experience)		
RTT 2343	Conference and Clinical Experience IV	3 SH
Clinical experience in an authorized hospital for one semester. (6 hrs clinical experience)		
RTT 2354	Conference and Clinical Experience V	4 SH
Clinical experience in an authorized hospital for one semester. (8 hrs clinical experience)		
RTT 2363	Conference and Clinical Experience VI	3 SH
Clinical experience in an authorized hospital for one semester. (6 hrs clinical experience)		
RTT 2412	Department and Personnel Management	2 SH
Basic functions of management and their application to the health care industry with emphasis on organizing respiratory therapy departments. (2 hr lecture)		

SECRETARIAL SCIENCE

NOTE: Courses formerly listed under this heading will be found under Business Technology or Microcomputer Information Processing Technology.

SOCIOLOGY

SOC 1113	Introduction to Social Science I	3 SH
The fundamental principles of sociology are presented in an interesting and practical manner for the beginner. (3 hr lecture)		
SOC 1123	Introduction to Social Science II	3 SH
(Prerequisite: SOC 1113) A study of changes since the Industrial Revolution and the roles followed by the individual's interaction between individuals and groups. (3 hr lecture)		
SOC 1513	Ethnic Relations	3 SH
A study of the economic, political, educational, and racial status of ethnic minorities in the United States. Also, the relation between minority and dominant groups is surveyed.		
SOC 2113	Introduction to Sociology	3 SH
Lecture courses dealing with a body of scientific knowledge about human relationships. Resume or synopsis of the whole field of sociology, including the social world, the social and cultural process in relation to the individual the group, and the institution. (3 hr lecture)		
SOC 2133	SOCIAL PROBLEMS	3 SH
(Prerequisite: SOC 2113) A study of the nature, scope and effects of the major social problems of today and the theoretical		

preventive measures to alleviate them. Course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, and disaster; family problems include the aged, mentally ill, and retarded. (3 hr lecture)

SOC 2143	Marriage and Family	3 SH
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A study of the family as a cultural unit, the institution of marriage, the problems of parenthood, and socio-economic adjustments of society. (3 hr lecture)

SOC 2153	The Family	3 SH
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(Prerequisite: SOC 2113) The family institution with special emphasis on the contemporary American family. (3 hr lecture)

SOC 2163	Introduction to Social Work	3 SH
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A survey of the history and contemporary development of social work. Relation of social work to other social problems, poverty, child welfare, aging, family needs, juvenile delinquency, etc. (3 hr lecture)

SOC 2173	Society and Technology	3 SH
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A sociological study of interaction and institutions with emphasis on the impact of impending technology. The student will gain an understanding of the social and cultural processes related to coping with changes brought about by technology and will seek to see how these changes will affect the future. This view of the infrastructure will present various options to be considered when facing the changing question of how to design a positive environment for future generations. (3 hr lecture)

SOC 2243	Cultural Anthropology (ETV)	3 SH
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This course is a general introductory one in cultural anthropology which examines the process of culture and personality development. Also examined are the methods and techniques employed by the anthropologist in the study of this subject. Included are studies of primitive culture, demonstrations of the precision required in archaeological examinations and interviews with outstanding anthropologists. (3 hr lecture)

SPEECH & THEATRE

SPT	1103	Basic Speaking and Listening	3 SH
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Institutional credit only. Will not substitute for the speech requirements in any curriculum. Stresses basic communication skills - speaking with groups and individuals and listening to individuals and groups.

SPT	1113	Oral Communications (Principles of Speech)	3 SH
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Fundamentals of speaking and listening. Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. (3 hr lecture)

SPT	1123	Argumentation & Debate I	3 SH
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Principles of debating and argumentative discourse and the practice of the art of debating. Open to any student interested in inter-class or inter-collegiate debating. (3 hr lecture)

SPT	1153	Voice and Diction	3 SH
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(Prerequisite: SPT 1113) International Phonetic Alphabet, voice organs, speech history, and oral reading. Basic voice problems. (3 hr lecture)

SPT 1183	Human Communication I	3 SH
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To help the viewer recognize the extent to which communication functions in life; how inability to communicate effectively contributes to many problems (personal, community, worldwide); how effective communication can lead to a better life and a better society; and how one's skill as a communicator determines, to a great extent, worth to self, to others and to society. (Thirty 30-minute ETV lessons plus other assignments)

SPT	1213	Fundamentals of Theatre	3 SH
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Basic course in the theatre arts. Introduction to the cultural, historical, and social aspects of the dram; investigation of essential elements of play production. (3 hr lecture)

SPT	1222	Theatre Makeup	2 SH
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(Prerequisite: SPT 1213 and SPT 1233, or consent of instructor) Techniques and application of makeup for the stage. (3 hr lab)

SPT 1233 Acting I 3 SH

Emphasis on basic skills involved in method and technique acting and on motivation for movement and emotion. (3 hr lecture)

SPT 1241	Drama I	1 SH
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Participation on college drama productions.

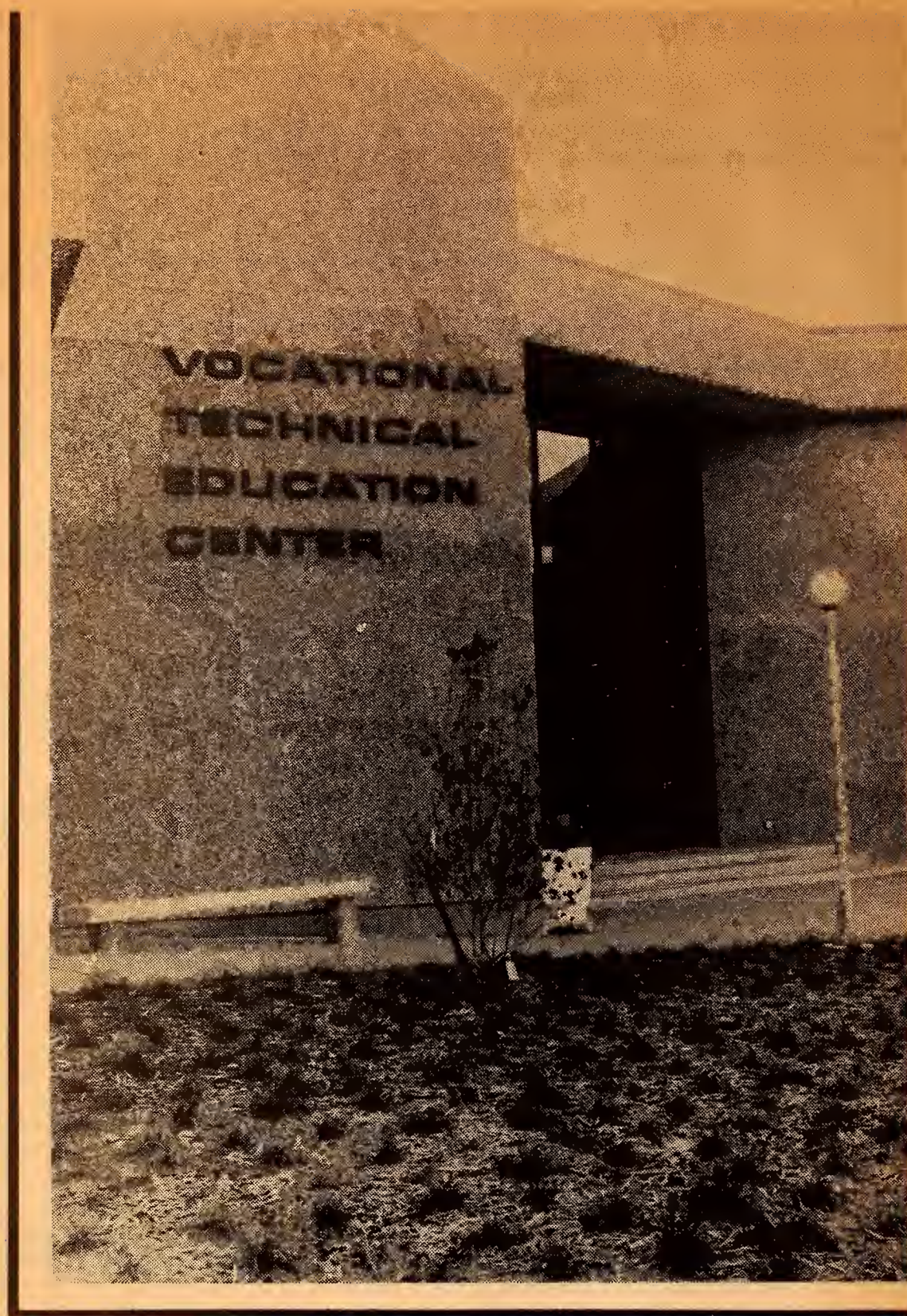
The Courses

SPT 1251	Drama II	1 SH
Participation in college drama productions.		
SPT 1261	Drama III	1 SH
Participation in college drama productions.		
SPT 1271	Drama IV	1 SH
Participation in college drama productions.		
SPT 2133	Argumentation & Debate II	3 SH
Second year continuation of debate. Open only to sophomores who have completed SPT 1123. (3 hr lecture)		
SPT 2143	Oral Interpretation	3 SH
(Prerequisite: SPT 1113, or consent of instructor) Basic principles and procedures of reading for interpretation before an audience. (3 hr lecture)		
SPT 2223	Stagecraft	3 SH
(Corequisite: SPT 1241, 1251, 1261 or 1271) Stagecraft, lighting, and production techniques for the theatre. (3 hr lecture)		

TECHNICAL RELATED STUDIES

TRS 1113	Introduction to Vocational Education	3 SH
Organization of vocational education at the local, state, and national level. Place of types of education as integral parts of a democratic program of public education. (3 hr lecture)		
TRS 1123	Teacher Effectiveness Training	3 SH
An approach to developing the skill of promoting learning in a variety of settings by focusing upon the teacher-student relationship. Follows the Thomas Gordan System. (3 hr lecture)		
TRS 1133	Industrial Psychology	3 SH
Introduction to the scientific study of human behavior and experiences related to human relations in industry. Individual differences, selection, and placement of employees. (3 hr lecture)		
TRS 1142	Humanities for Technicians	2 SH
This course introduces the vocational technical student to basics in art, drama, music, and literature and emphasizes the relationship between these areas and the use of one's leisure time. (2 hr lecture)		
TRS 1213	Small Business Operation	3 SH
Designed to provide a foundation for a successful small business ownership. Planning, organizing, financing, recordkeeping, production, legal regulations, and sales or service promotion will be emphasized as related to operating business in the vocational and technical areas. (3 hr lecture)		
TRS 1313	Interpersonal Hospital Communications	3 SH
Designed to expand the individual's communication skills by identifying, examining, and correcting barriers to communications which may exist in the hospital community. (3 hr lecture)		
TRS 1413	Industrial Safety	3 SH
Basic study of industrial accident prevention considering the nature and extent of the accident problem. Practical study of techniques for control of industrial hazards together with the fundamentals of good organization. (3 hr lecture)		
TRS 1423	Electric Machines I	3 SH
Basic study of DC and AC. Direct current motors and generators. Alternating current motors and generators. Single phase and three phase circuits. Protective and switching equipment. (3 hr lecture)		
TRS 1433	Electric Machines II	3 SH
(Prerequisite: TRS 1423) Continuation of Electric Machines I with emphasis on control of AC and DC motors and generators. Transformers and regulators. (3 hr lecture)		
TRS 1443	Basic Electricity	3 SH
Basic theory of the structure of matter, electron flow, conductor and insulator. Ohm's law, voltage drop, temperature coefficient of copper, etc. (3 hr lecture)		

- TRS 1511** **Chemistry for Hair Care** **1 SH**
 Lectures and practical demonstrations. The course deals with the properties, composition, structure of matter, chemical bonds, PH, solubility factors, and common reactions of hair. Primarily for Cosmetology and Barbering majors. (1 hr lecture)
- TRS 1523** **Introduction to Pharmacology** **3 SH**
 Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Emphasis on effective pharmacologic therapy for common pathologic conditions. (3 hr lecture)
- TRS 2513** **Technical Physics** **3 SH**
 Properties of matter and mechanics. Designed for technical student. Fundamental course covering several basic principles of physics such as the nature of scientific measurement and the most widely used systems, properties of matter, including elementary atomic structure and the states of matter, mechanics and basic machines, and the solution of problems related to these areas. Laboratory periods used for demonstration and student experiments. (2 hr lecture, 2 hr lab)
- TRS 2523** **Technical Physics** **3 SH**
 (Prerequisite: TRS 2513) Heat, light and sound. Designed for technical students. An examination of the theory and applications of temperature and heat, the most widely accepted scales of measurement, sound and wave motion, light and illumination, optical measurement and the nature of atomic theory. (2 hr lecture, 2 hr lab)
- TRS 2533** **Technical Physics** **3 SH**
 (Prerequisite: TRS 2523) A study of fluids, their properties, their behavior, and their application to the Hi-Tech industry. Among the topics covered are properties of compressible and incompressible fluids, viscosity, and basic hydraulic and pneumatic circuits. (3 hr lecture, 2 hr lab)
- TRS 1613** **Introduction to the Metric System** **3 SH**
 The International (SI) Metric system and its derived units of measurement. Conversion from the English system of measurement to the metric system. Prefixes, powers, exponents, symbols, and formulas. All types of manufacture, special services that use metric, home economics, and consumer goods. (3 hr lecture)
- TRS 1623** **Technical Mathematics I** **3 SH**
 (Prerequisite: 1 unit of high school algebra or permission of the mathematics staff) Algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Open to technical and vocational students only; not open to students with credit in MAT 1313. (3 hr lecture)
- TRS 1633** **Technical Mathematics II** **3 SH**
 (Prerequisite: TRS 1623 or its equivalent) Exponentials and logarithms, trigonometry of right triangles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of the trigonometric functions, the j-operator, binomial expansion, progressions. Open to technical and vocational students only; not open to students with credit in MAT 1323. (3 hr lecture)
- TRS 2543** **Technical Mathematics III** **3 SH**
 The course treats the study of the straight line, circle, parabola, ellipse, hyperbola, tangents and normals; cartesian and polar coordinates, relations and functions; limits and continuity, differentiation of algebraic, transcendental, exponential, and logarithmic functions; various applications to technical problems. (3 hr lecture)
- TRS 2643** **Technical Mathematics IV** **3 SH**
 The course treats the study of the integration of algebraic and elementary transcendental functions. The application of the integral and formal integral is considered. (3 hr lecture)
- TRS 1923** **Patient Contact & Public Relations** **3 SH**
 (Prerequisite: None) The development of personal communication skills and attitudes for allied health professionals is emphasized. The importance of viewing "the whole patient" is stressed. Interaction skills, interviewing techniques and aspects of working with aging and terminally ill patients are studied as part of the patient-professional relationship. (3 hr lecture)
- TRS 1163** **Dimensions In Self-Development** **3 SH**
 A systematic approach the improving one's personal appearance, developing a personality and learning the social graces necessary for success in today's business world. (3 hr lecture)



VI

Vocational Programs and Courses



VOCATIONAL PROGRAMS AND COURSE DESCRIPTIONS

Hinds Junior College District offers a wide range of vocational programs which are intended to prepare people for immediate employment upon completing the program. They range in length from two (2) months to two (2) years. Full-time students are typically in class 30 hours per week, although some health occupations and a few other programs may require up to 40 hours per week in class. Many programs may be taken during the evening on a ½ time basis in which case students would attend class 15 to 20 hours per week.

Most courses within a program are of approximately 8 week in length if pursued on a full-time basis, although some courses may be of 4 or 6 weeks in length.

Students may enroll or re-enroll in vocational courses at 5 different times during the year provided they meet the program admissions requirements, course prerequisites and space is available. These enrollment periods are: at the beginning of a semester, at mid-semester, and at the beginning of the summer session.

A student enrolled in a vocational program may receive credit for former work or study by a challenge exam. A maximum of 50% credit may be earned, unless prohibited by state or federal regulation, not to exceed 30 SH. Credit for vocational courses is recorded in terms of semester hours where one (1) semester hour of credit is awarded for each week (30 to 40 hours) of full-time instruction in a course.

POSTSECONDARY VOCATIONAL PROGRAMS

Agricultural Diesel Mechanics — Ry
Airframe and Powerplant Maintenance — Ry
Automotive Body and Frame Repair — Ry, Ut
Automotive Machinist — Ja
Automotive Mechanics — Ja, Ry, Vb
Automotive Parts and Sales — Ry
Bank Teller and Proof Operations — Ja
Barbering and Hair Care — Ry, Ut
Bricklaying — Ry
Building Construction — Ry, Ut
Business and Office Training — Ja, Vb
Carpentry — Ry
Clothing and Textiles — Ut
Cosmetology — Ut
Diesel and Truck Mechanics — Ry
Electric Motor Repair — Ry
Food Service and Administration — Ut
General Electricity and Wiring — Ry, Vb
Human Development Aide — Vb
Industrial Drafting — Ry, Ut
Industrial Maintenance — Vb
Machine Shop and Tool and Die Making — Ry, Ut
Meat Merchandising — Ry
Nurse Aide — Ja
Office Machine Repair — Ry
Offset Printing — Ry
Phlebotomy — Ja
Practical Nursing — Ja, Vb
Psychiatric Aide — Ja
Radio and Television Servicing — Ry
Refrigeration and Air Conditioning — Ry
Respiratory Therapy Technology — Ja
Surgical Technology — Ja
Unit Service (Ward) Clerk — Ja
Welding — Ry, Ut, Ja

Ry — Raymond Campus

Ut — Utica Campus

Ja — Jackson Campus

Vb — Vicksburg-Warren County Branch

ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL EDUCATION
FOR VOCATIONAL MAJORS

GENERAL & RELATED STUDIES

English	6
Mathematics and/or Science	6
Social Science	3
Academic and/or Technical Electives (free)	9
Academic, Technical and/or Vocational Electives (approved)	8
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	32

VOCATIONAL SPECIALTY

Vocational Specialty	32
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NOTE: In order to be eligible to receive the associate degree, vocational majors must be admitted as a degree seeking student and have also completed the requirements for the vocational certificate in their particular specialty.

Total	64
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AGRICULTURAL DIESEL MECHANICS

Program Description: This program is designed to provide specialized training in the field of agricultural diesel mechanics. This includes a study of engine design, use, maintenance and repair techniques. The program covers such areas as internal combustion, electrical systems, hydraulic systems, power trains, air conditioning and other related areas.

Length: 3 semesters plus 1 Summer Session; 1680 CH, 56 SH

VAD 1118	Orientation and Maintenance	8 SH
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A study of farm power equipment, job opportunities, safety, tool identification and the proper use of welding equipment and a thorough study of preventative maintenance methods use for farm power equipment. (240 CH)

VAD 1128	Power Trains	8 SH
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A complete study of the theory and repair of sliding and planetary gear transmissions, final drives, ring gears, pinions, axles, bearings, housings and brakes. (240 CH)

VAS 2128	Hydraulics	8 SH
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A study of the theory of hydraulics and its application to farm power machinery and the repair of all farm related hydraulic systems. (240 CH)

VAD 1138	Gas and Diesel Engines I	8 SH
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A study of the theory of internal combustion engine disassembly and parts identification, repair and service. (240 CH)

VAD 1148	Gas and Diesel Engines II	8 SH
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A study of engine systems and repairs. This includes the lubrication systems, fuel system and cooling system. (240 CH)

VAD 1168	Special Projects	8 SH
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A study and repair of farm power air-conditioning, welding projects and other related projects. (240 CH)

VAD 2138	Electrical Systems and Miscellaneous Equipment	8 SH
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A study of electrical systems and their repair as they relate to farm and power equipment and their adaptations to miscellaneous equipment such as planters, combines, cotton pickers, chemical application and etc. (240 CH)

AIRFRAME AND POWERPLANT MAINTENANCE

Program Description: This program prepares a student to take the FAA Mechanics Exam. Course material covers engines and the airframe.

Length: 4 semesters. 1920 CH, 64 SH.

VAP 1118	General Theory of Maintenance I	8 SH
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A study of basic math, physics, and electricity, aircraft drawings, weight and balance, fluid lines and fittings, materials and processes. (240 CH)

VAP 1128	General Theory of Maintenance II	8 SH
A study of fuel systems, cleaning and corrosion control, maintenance publications, mechanics privileges and limitations, maintenance forms and records. (240 CH)		
VAP 1138	Powerplant I	8 SH
Introduction to powerplants, exhaust systems, cooling systems, engine inspections, engine instrument systems, engine fire protections, lubricating, systems, and ignition systems. (240 CH)		
VAP 1148	Powerplant II	8 SH
A study of fuel metering systems, engine fuel systems, induction systems, and reciprocating engine overhaul. (240 CH)		
VAP 2118	Powerplant III	8 SH
A study of turbine engines and sub-systems, propellers, engine trouble-shooting, engine electrical systems. (240 CH)		
VAP 2128	Airframe I	8 SH
A study of aircraft structures, sheet metal, aircraft coverings, aircraft finishing, aircraft welding. (240 CH)		
VAP 2138	Airframe II	8 SH
A study of aircraft assembly and rigging, aircraft inspection, aircraft electrical systems, hydraulic and pneumatic systems. (240 CH)		
VAP 2148	Airframe III	8 SH
A study of aircraft landing gear systems, cabin atmospheric systems, aircraft instruments systems, communication and navigation systems, aircraft fuel systems, ice and rain control systems, fire protection systems. (240 CH)		

AUTOMOTIVE BODY AND FRAME REPAIR

Program Description: The program includes classroom and shop learning experiences designed to prepare the student for jobs dealing with the repair of automotive and truck bodies and frames. Theory and practice in body repair, frame straightening, glasswork and painting.

Length: 3 semesters plus 2 summer sessions; 1680 CH, 56 SH

VBF 1118	Fundamentals	8 SH
(Prerequisite: None) All phases of the body repairing, use of modern tools and equipment, step by step procedure for handling typical jobs and shop safety. (240 CH)		
VBF 1128	Removing and Replacing Defective Parts	8 SH
(Prerequisite: VBF 1118) Removing and replacing of damaged parts, such as doors, panels, fenders, bumpers and hoods, with special instruction in the principles of gas and arc welding. (240 CH)		
VBF 1138	Frame Straightening and Body Alignment	8 SH
(Prerequisite: VBF 1128) Use of hydraulic jacks, frame gauges and reading dimensions. Straightening of utilized and conventional frames. Door and panel alignment, glass replacing. (240 CH)		
VBF 1148	Paint and Surface Preparation	8 SH
(Prerequisite: VBF 1118) Use of wax and silicone removers and use of body fillers, fiber glass and sand papers, preparing metal for painting, sanding, masking and priming. (240 CH)		
VBF 1158	Shop Management and Estimating	8 SH
(Prerequisite: None) Instruction in estimating. Responsibilities of shop management, ordering materials and parts. (240 CH)		
VBF 2118	Painting	8 SH
(Prerequisite: VBF 1148) Theory and techniques of automobile painting; use of the acrylic lacquer, acrylic enamel, and polyurethane enamel; construction and operation of the necessary equipment such as air requirements, type of spray patterns, spray gun care and operation. (240 CH)		
VBF 2128	Special Painting Problems	8 SH
(Prerequisite: VBF 2118) Painting lacquer over lacquer, spot painting, painting lacquer over enamel, off spot mixing color and the use of additives, recoat sealers, anti wrinkle and catalyst. (240 CH)		

VOCATIONAL AUTO BODY AND FRAME**

VBF 1113	Fundamentals of Auto Body Repair	3 SH
A course designed to give students experience in the exentials of auto body repair. Included is step-by-step procedure for handling typical jobs in auto body work.		
VBF 1123	Basic Auto Body Repair	3 SH
Continuation of VBF 1113.		
VBF 1216	Auto Body Repair I	6 SH
This course is designed to help the individual student develop skills in the use of the basic hand tools, power and electric equipment, and the various types of materials that are used in auto body repair. Theory of refinishing and shop safety are stressed.		
VBF 1223	Frame and Body Construction	3 SH
An introduction to the construction of both the frame and body of the automobile and the construction practices used by the auto industry. Students will be taught how to analyze and correct small damage on an automobile, use of power tools and hydraulic jacks is covered.		
VBF 1233	Surface Preparation	3 SH
Removal of wax and grease, dirt, the use of metal conditioner and putties feathered broken spots by hand or using a mechanical sander.		
VBF 1243	Filler Application	3 SH
Emphasis is placed on types of fillers and filler applications.		
VBF 1256	Auto Body Repair II	6 SH
A continuation of VBF 1216.		
VBF 2266	Auto Body Repair III	6 SH
This course deals with application of collision estimating, practice exercise of frame straightening machines, masking techniques and color matching. Also included is a study of the proper use of hand and precision tools. It includes safety instruction in the care and use of power machines, tools and equipment such as Grinden Power Jacking Equipment and measuring devices.		
VBF 2276	Auto Body Repair IV	6 SH
A continuation of VBF 2266.		
VBF 2313	Minor Estimating	3 SH
Emphasis is placed on job assignment, job estimating, parts ordering, work schedule, various estimating forms, and determining hourly rates for major and minor damage.		
VBF 2323	Major Estimating	3 SH
A construction of VBF 2313 with additional emphasis on shop management.		

**Complete course available only at Utica Campus.

AUTOMOTIVE MACHINIST

VMA 1114	Introduction to the Automotive Machine Shop	4 SH
(Prerequisite: None) An orientation to the Automotive Machine Shop Industry with emphasis on the study and practice of personal hand tools and shop safety; study and practice of measuring equipment; types of calipers, micrometer, and gauges; types and use of mechanical tools, power and hydraulic tools, fluids and coolants. Also the identification of materials, metals and parts involved in the reconstruction of an engine. (120 CH)		
VMA 1124	Brake Drum and Rotor Resurfacing	4 SH
(Prerequisite: None) This course is designed to provide the student with knowledge and skills in the use of the various types of brake servicing machines. Also in the procedure for resurfacing brake drums and disk brake rotors. (120 CH)		
VMA 1138	Cylinder Head Rebuilding and Service	8 SH
(Prerequisite: VMA 1114) Emphasis on cleaning and rebuilding of cylinder heads; valve guides, knurlizing, replacing and installation; valve seat replacement and installation; griding seats, valves, rocker arms, chamfering and machining for patented seal and surfacing cylinder heads. (240 CH)		

VMA 1144	Cylinder Block Service and Align Boring	4 SH
(Prerequisite: VMA 1114) A study of cylinder boring; a study of abrasive and honing grits; crosshatching and finishing of cylinders; of main bearing saddles, cam gearings and housing bores; and a study of speeds and feeds related to boring. (120 CH)		
VMA 1154	Piston and Connecting Rod Service	4 SH
(Prerequisite: VMA 1114) Rebuilding connecting rods; honing rods and spindles; installing rod bushings; fitting and installing connecting rod and pistons and piston knurlizing. (120 CH)		
VMA 1168	Crankshaft Service	8 SH
(Prerequisite: VMA 1114) Submerged arc welding of crankshafts; crankshaft grinding; radius dressing of stone mounting and balancing of wheel; radius grinding of crankshaft, straightening and centering of crankshafts; finishing and preparation of installation. (240 CH)		
VMA 1184	Engine Assembly, Balancing and Testing	4 SH
(Prerequisite: VMA 1114) Preparation of the block for assembly, miking, torquing, and assembly; running-in engine, checking oil pressure, compression, adjustment of valves and checking for leaks and knocks. Also to include a study of dynamic balancing of the rotating assembly. (120 CH)		

AUTOMOTIVE MECHANICS

Program Description: This program is designed to prepare students for employment in the field of Automotive Mechanics. Training gives students much practical experience in overhauling engines, transmissions, clutches, rear ends and in dealing with other problems that are encountered in repairing automobiles. It also gives the student an opportunity to acquire the technical and related information necessary for job competency in the transportation industry.

Length: 4 Semesters plus 1 summer session; 2160 CH, 72 SH

VAM 1118	Engine Tune-Up	8 SH
A study of the ignition system, carburetion and fuel injection. (240 CH)		
VAM 1128	Electrical Systems	8 SH
Theory and servicing of the electrical system including charging and starting system, battery and wiring system. (240 CH)		
VAM 1138	Brake and Hydraulic Systems	8 SH
A study of the complete braking system including manual and power brake systems including disc brake and drum brake repair and overhaul. (240 CH)		
VAM 1148	Suspension and Steering Systems	8 SH
A complete study of the suspension system including axles, springs and related parts. Also power and manual steering systems, wheel alignment and balance. (240 CH)		
VAM 1158	Air Conditioning and Heating	8 SH
Theory and repair of air conditioning and heating systems including trouble-shooting, servicing and repair of components. (240 CH)		
VAM 2118	Manual Transmission and Drive Line	8 SH
Three forward speed, four forward speed and five forward speed. Clutch types, repair and service. Drive-line service, including universal joint, service and replacement. Differential types and service, including universal joint, service and replacement. Differential types and service procedures including ring gear, axle shaft and bearing service. Parts identification and service terminology. (240 CH)		
VAM 2128	Automatic Transmission	8 SH
Theory of hydraulic power, parts identification, disassembly and repair, servicing and installation. (240 CH)		
VAM 2138	Principles of Automobile Engines	8 SH
A study of the internal combustion engine including theory, history, parts and engine identification. Also a study of the cooling and lubrication systems including theory, water cooling, air and oil cooling systems. (240 CH)		
VAM 2148	Engine Overhaul	8 SH
Diagnosing problems, engine disassembly, parts measurement, parts ordering and reassembly of engine. Testing and run after rebuild. (240 CH)		

VOCATIONAL AUTO MECHANICS**

- VAM 1113** **Basic Auto Mechanics I** **3 SH**
A course designed to give a student experience in the essentials of auto mechanics, including theory and actual practice.
- VAM 1123** **Basic Auto Mechanics II** **3 SH**
A continuation of VAM 1113.
- VAM 1216** **Auto Mechanics** **6 SH**
A study of the engine which includes shop orientation and practical application in the following areas: shop safety practices, use and care of both metric and standard tools, engine fundamental principles (diesel and gas engine), engine components, pistons and valves, diagnosing engine trouble, valve and valve mechanism service. Basic work on connecting rod, piston and ring service is covered.
- VAM 1226** **Auto Mechanics II** **6 SH**
A study covering fundamentals of the suspension system, automotive electricity, the storage battery, cranking motor fundamentals, theory of regulator operations, generator service, the carburetor fundamentals, and the engine cooling system.
- VAM 1233** **Tune-Up I** **3 SH**
This course familiarizes the student with the operation and component parts in the automotive fuel and electrical system. Three clock hours per week.
- VAM 1243** **Tune-Up II** **3 SH**
A continuation of VAM 1233. Emphasis is placed on the use of scope and meters. Repair and testing are a major part of this course.
- VAM 1313** **Auto Parts Salesmanship I** **3 SH**
This course is concerned with the technical description and specifications of all automobile parts, cataloging of parts, inventories, pricing, selling and order of parts.
- VAM 1323** **Auto Parts Salesmanship II** **3 SH**
This course is a continuation of VAM 1313.
- VAM 2236** **Auto Mechanics III** **6 SH**
A detailed study of the automotive transmission and power train for both American and foreign made cars. Special emphasis is given to engine rebuilding drive propeller shaft, and universal joints; disassembling and reassembling transmissions, power train, clutches, rear axle, and differentials.
- VAM 2246** **Auto Mechanics IV** **6 SH**
Advanced study on automotive chassis with special studies in automotive chassis fundamentals; automotive spring and suspension; steering systems, front end alignment, manual steering services, automotive repair. This course provides the student with an opportunity to practice all types of automotive maintenance.
- VAM 2253** **Diagnosis and Troubleshooting** **3 SH**
A practical course for the advanced students, designed to emphasize independent work involving major repairs.
- VAM 2263** **Automotive Electrical System** **3 SH**
Includes instruction in testing operating, and repairing the components of the electrical system; the use of the latest type of equipment available is covered. Students are required to draw schematics of all circuits of the electrical system.
- VAM 2273** **Automotive Electrical System** **3 SH**
A continuation of VAM 2263.

** Complete program available at Utica Campus only

AUTOMOTIVE PARTS AND SALES

Program Description: This program includes theory, laboratory, shop work and other specialized learning experiences relative to receiving, stocking, selling and shipping merchandise in the automotive after-market. Included is the study of mathematical procedures related to business operation, engine theory and operation, automotive systems, the use of office machines, auto parts store management and customer relations. Specific training will enable the student to: ascertain the correct part required by the customer, advise the customer according to the description given, read various catalogs to determine the part number and price, measure engine parts, display merchandise, determine correct interchange parts, accept telephone orders and take inventory. Students receiving veterans' benefits may not exercise the On-the-job training option. Classroom hours must be strictly adhered to throughout the length of the program.

Length: 2 semesters plus 1 summer session; 1200 CH; 40 SH

VAS 1118	Orientation and Records Management	8 SH
(Prerequisite: None) Job opportunities, physical structure of the industry. Stressing importance of records management, theory and practice of inventory control. Basic math applied to the parts industry. (240 CH)		
VAS 1128	Automotive Assemblies and Systems	8 SH
(Prerequisite: None) Emphasis on describing the function and identification of the assembly or system. Study of different tools and equipment used. (240 CH)		
VAS 1138	Catalogs and Merchandising	8 SH
(Prerequisite: None) Use of catalogs, price sheets, display designs, advertising methods and product literature. (240 CH)		
VAS 1148	Internal Operations and Sales	8 SH
(Prerequisite: None) Study of stock investment, turnover and shipping methods. Developing sales attitude. Techniques of counter selling and telephone selling. (240 CH)		
VAS 1158	Supervised Sales Experience	8 SH
(Prerequisite: VAS 1118, 1128, 1138 and 1148) Practical experience in dealing with the public regarding the parts industry. Role playing in a school environment or actual work experience under supervised conditions at various types of parts dealers. (240 CH)		

BANK TELLER AND PROOF OPERATIONS

Program Description: This program is intended to train the individual learner for successful employment as a bank teller and/or proof operator. This self-paced program allows students to progress at their own pace, depending on their abilities. This program not eligible for payments under Veterans' Benefit Program.

Length: 10 weeks

VBT 1118	Bank Teller Operations	8 SH
(Prerequisite: Interview with instructor) This course includes study modules and simulated training necessary in every major area of teller responsibility. (240 CH)		
VBT 1128	Proof Operations	8 SH
(Prerequisite: None) This course is designed to enable the student to acquire the basic skills and knowledge to operate the proof system. The student should be able to identify parts and basic components of the system and match operational functions of the system to the purpose. (240 CH)		

BARBERING AND HAIR CARE

Program Description: This program includes theory, laboratory shopwork and other specialized learning experiences relative to haircutting, styling, perming, coloring and skin care. Included is the study of salesmanship, business management, law and customer relationships. This program is designed to prepare the student for employment in the barbering and hair care field. A student must pass the State Barber Board Examination in order to complete this program.

Student receiving veterans' benefits may not exercise the option for alternate evening class hours. They may attend only those hours during the day Monday-Friday as published in the Class Schedule.

Length: 2 semesters plus 1 summer session; 1500 CH; 38 SH

VBA 1118	Basic Practices	8 SH
(Prerequisite: None) Orientation and practical experience in handling tools, sanitation and sterilization, hair cutting, styling, shampooing, blow drying and perm rolling. (320 CH)		
VBA 1128	Elementary Practices	8 SH
(Prerequisite: VBA 1118) Performing basic practices independently with supervision. Familiarization and practice of shave, perm processing, colors and bleach, hair analysis and treatment of damaged hair, and salesmanship. (320 CH)		
VBA 1138	Intermediate Practices	8 SH
(Prerequisite: VBA 1128) Review and mastery of basic and elementary practices. Study of facials, modern haircuts and styles for men and women, color processing, wet sets and makeup, hot roller techniques, additional blow drying techniques and curling iron techniques. (320 CH)		
VBA 1148	Advanced Techniques	8 SH
(Prerequisite: VBA 1138) Continuation of intermediate barbering with emphasis on speed and accuracy. Familiarization and study of directional rolling, skin care and related subjects. Business management, law and customer relationships. (320 CH)		

The Courses

VBA 1156	Special Problems	6 SH
(Prerequisite: VBA 1148) Continuation of intermediate barbering and advanced techniques with emphasis on individual problems in mastering skills necessary to become a barber stylist. (220 CH)		

BARBERING**

This program prepares students to enter the barbering trade and is approved by the State Barbering Board. A student is required to put in 1500 clock hours (three semesters) and pass the State Barbering Board Examination for Apprentice license. After passing the State Board Examination, he will be eligible to work with a master barber for six months as an apprentice barber. He will then take another examination, and upon passing, will be eligible to open his own shop or become a barber inspector.

VAB 1119	Barbering I	9 SH
(Corequisite: VAB 1110)		
VAB 1129	Barbering II	9 SH
(Corequisite: VAB 1120)		
Reading required for students as determined by test scores.		
Uniform and Kit are required for area. Please see advisor about procedures for getting these items.		
**Utica Campus only		

BRICKLAYING

Program Description: This program is designed to prepare students for employment as brick masons. It provides classroom and shop learning experiences concerned with the cutting, chipping and fixing position of concrete blocks, brick, and stone and using bonding materials and hand tools. Also included is training in concrete finishing, planning, estimating and reading of architectural plans.

Length: 2 semesters plus 1 summer session; 1200 CH; 40 SH

VCM 1118	Introduction and Safety	8 SH
(Prerequisite: None) Orientation to the bricklaying profession. Care and use of the tools, terms, nomenclature and safety procedures used in the bricklaying trade. (240 CH)		
VCM 1128	Corner Lead	8 SH
(Prerequisite: VCM 1118) Instruction and experience in constructing guidelines and working layouts. Projects include construction of four-, eight- and twelve-inch corner leads. (240 CH)		
VCM 1138	American Bond	8 SH
(Prerequisite: VCM 1118) Instruction and practical experience in constructing four-, eight- and twelve-inch walls. (240 CH)		
VCM 1148	Advanced Patterns	8 SH
(Prerequisite: VCM 1128, 1138) Instruction and practical experience in constructing patterns and designs as found in fireplaces and arches. Reading, interpreting and building from specifications. (240 CH)		
VCM 1158	Blocks, Stone and Estimating	8 SH
(Prerequisite: VCM 1148) Building with blocks and stone. Estimating costs of material and labor. (240 CH)		

BUILDING CONSTRUCTION MANAGEMENT

VBC 1123	Introduction to Woodworking	3 SH
Planning and designing, selecting and roughing out stock, sawing to finished dimensions, drilling and boring wood joints, gluing and clamping, sanding and preparing for finish, study of power tools, hand tools and safety practices.		
VBC 1213	Principles of Masonry	3 SH
This course is designed for nonmasonry majors with moderate emphasis placed on tools and manipulative skills. Students are given practical work in installing prefabricated window frames, pouring chutes and concrete form.		

VBC 1227	Masonry I	7 SH
Basic manipulative and technical skills involving knowledge of brick masonry, brick, blocks, pier pilasters, bonds, metal ties texture, pattern, estimating, laying out foundation, use and care of tools, a squaring, use of builder lever and history of masonry.		
VBC 1237	Masonry II	7 SH
A theory and practical course designed to cover wall construction, laying and finishing concrete clay tiles, floor paving.		
VBC 1333	Steel Square	3 SH
This course is designed to give the student a general knowledge of the carpentry square. Emphasis is placed on scales, brace and illustrative problems in laying out wall lines, spacing studding, and rafters.		
VBC 1314	Carpentry I	4 SH
Instruction involves laying out foundation, erecting batter boards, setting forms for foundations, columns and piers.		
VBC 1324	Carpentry II	4 SH
A continuation of VBC 1314, Carpentry I, with house framing, (balloon and western) floor and wall framing, roof framing, exterior trim.		
VBC 1413	Construction Wiring	3 SH
Includes the basic theory, principles of electrical codes, and procedure for making connections, outlets, and other practices associated with basic electrical wiring.		
VBC 1612	Cabinetmaking I	2 SH
The study of woods, millwork, hardware, study of machines, tools, sanding and basic cabinet construction, joint drawers and guides, cabinet top finishing and industrial production.		
VBC 1622	Cabinetmaking II	2 SH
A continuation of Cabinetmaking I.		
VBC 2247	Masonry III	7 SH
Emphasis on this unit will be placed on production results dealing with concrete blocks, glass blocks, chimneys, walks, steps, structural and reinforcing steel, waterproofing and terra cotta tile.		
VBC 2257	Masonry IV	7 SH
A course designed to provide sufficient practical work with gates, piers, garden, wall ornaments, English flemish and American bond, arches acute corner, qoin and manholes.		
VBC 2344	Carpentry III	4 SH
A course which is concerned with interior trim, finish floor, interior wall construction and ceiling, hanging doors and trimming out windows, doors, shoe moulding and running baseboards.		
VBC 2354	Carpentry IV	4 SH
A continuation of VBC 2344.		
VBC 2433	Materials and Cost Estimating I	3 SH
A study of the various materials that are available to builders and their various applications. Cost estimating is also included to enable the student to plan the entire expenses of building a home.		
VBC 2443	Material and Cost Estimating II	3 SH
A continuation of VBC 2433.		
VBC 2453	Contracts and Speciflcations	3 SH
This study of normal business relations from a legal standpoint with emphasis on the laws of contracts, sales, property, in general, bailment and carriers.		
VBC 2513	Blueprint Reading For Bullders	3 SH
A course that places emphasis on the use of blueprints in elevation views, scale and dimensions, structural detail, sectional views, blueprint specifications and symbols for bricklaying and carpentry trades as related to building specifications.		
VBC 2533	Archltectural Drafting	3 SH
A course designed to give an in depth study of symbols, details, planes, abbreviations, and elevations that are associated with the building trades.		

The Courses

VBC 2632	Cabinetmaking III	2 SH
A continuation of VBC 1622.		
VBC 2642	Cabinetmaking IV	2 SH
A continuation of VBC 2632.		
VBC 2713	Elementary Surveying	3 SH
Care and use of the surveying instruments are explored. Field problems to be executed will include differential leveling, angles and distance measurements and building layouts.		
VBC 2652	Supervised Shop Project	2 SH
Planned so that the student projects assist the student in exploring his/her interest, abilities, and deficiencies in terms of wood construction.		

VOCATIONAL BUSINESS AND OFFICE

Program Description: The Business and Office Training program is intended for those persons whose primary objective is to train for initial employment in the clerical field. It is designed as a two-semester program made up of four 8-week blocks. These blocks contain instruction in typewriting, business math and English, related studies, and modern office procedures. Students with previous college backgrounds or extensive working experience may become exempt from a course by satisfactorily passing a comprehensive test in that area.

VBO 1118	Basic Review	8 SH
(Prerequisite: None) Basic typewriting, basic math review, English grammar review, and human relations in business.		
VBO 1128	Basic Business and Office	8 SH
(Prerequisite: VBO 1118 or approval of instructor) Typing business communications, machine calculations, alphabetic filing, machine transcription, and computer literacy.		
VBO 1138	Intermediate Business and Office	8 SH
(Prerequisite: VBO 1128 or approval of instructor) Typing technical papers and reports, accounting principles, business English and modern office practices.		
VBO 1148	Advanced Business and Office	8 SH
(Prerequisite: VBO 1138 or approval of instructor) Introduction to word processing concepts and practices and operation of modern office equipment, business English, accounting principles, machine transcription, and modern office practices.		

CARPENTRY

Program Description: This program is designed to prepare a student with the basic skills and technical knowledge of the carpentry trade. Instruction includes both theory and practical application of these skills needed in the carpentry trade. Upon completion of this program, a student should be able to function on the level of an advanced apprentice in the carpentry field.

Length: 2 semesters plus 1 summer session; 1200 CH; 40 SH

VCC 1118	Basic Principles and Safety	8 SH
(Prerequisite: None) Use of hand and power wood working tools. Introduction to safety practices and safe work habits. Terminology of the carpentry trade and characteristics of building materials. Emphasis on the safe use, care and adjustment of equipment and tools. (240 CH)		
VCC 1128	Foundations	8 SH
(Prerequisite: VCC 1118) Site selection, site preparation, plot plans, squaring and layout. Forms, floor and sill framing. (240 CH)		
VCC 1138	Framing	8 SH
(Prerequisite: VCC 1128) A study of the different kinds of framing, including floor, wall and roof. (240 CH)		
VCC 1148	Finishing	8 SH
(Prerequisite: VCC 1138) Interior and exterior finishing. Emphasis on installing cornices, siding, casings, paneling, doors, trim and windows. (240 CH)		

VCC 1158Special Problems8 SH

(Prerequisite: VCC 1148) Blueprints, estimating with emphasis on installation of cabinets and built-in units. (240 CH)

CLOTHING AND TEXTILES

Clothing and Textile — Certificate

Freshman

First Semester

VEM 1113	Basic English	3 SH
VMA 1113	Basic Math	3 SH
TRS 1213	Small Business Option	3 SH
VCT 1114	Garment Construction	4 SH
VCT 1213	Equipment Use and Care	3 SH
VCT 1413	Principles of Design	3 SH

Second Semester

VCT 2913	Modeling and Grooming	3 SH
VCT 2514	Tailoring	4 SH
VCT 2813	Textiles	3 SH
VCT 1313	Alterations and Maintenance	3 SH
VCT 2713	Home Furnishing	3 SH
VCT 2613	Merchandising	3 SH
		19 SH

VCT 1114Garment Construction I4 SH

An introduction to fundamental principles and techniques of garment construction, selection and use of commercial patterns, selection of fabrics, use and care of small and large equipment.

VCT 1124Garment Construction II4 SH

An application of principles and techniques outlined in Garment Construction 1114 with emphasis on working with problem fabrics (plaids, stripes, velvets and other pile fabrics and design), fitting and construction of garments for men, women, children, and for different figure types.

VCT 1213Equipment Use and Care3 SH

An introductory course which deals with relations of use and care of equipment to production, instructions in the use and care of all equipment basic to garment construction, safety practices and proper storage. Emphasis is on industrial sewing.

VCT 1313Alterations and Maintenance3 SH

Recognition of problems in garment fitting in relation to grain line, figure and fashion, techniques to fitting and solving fitting problems through alterations.

VCT 1413Principles of Design I3 SH

A course designed to produce an understanding of applied principles of art and design in clothing, clothing accessories, and home furnishing.

VCT 1423Principles of Design II3 SH

A continuation of VCT 1413.

VCT 1513Crafts I3 SH

This course deals with the selection, construction and use of various craft projects for the home and the individual. It also includes the pricing of crafts for the purpose of selling. Craft projects to be included in this course are such crafts as quilting, decoupage, macrame, jewelry making, belts, flowers, wall hanging, etc.

VCT 1523Crafts II3 SH

This course deals with the use of design principles in the construction of clothing crafts. It includes the use of scraps and inexpensive materials in the making of sellable crafts. Crafts to be covered include crocheting, knitting, quilting, crewel, toys, purses, scarfs, etc.

VCT 2424Costume Design4 SH

A study of the history of costumes with emphasis on recognition of basic silhouettes, lines, styles, and details in garment construction. Creative expression in dress design, terminating in finished garments using trims, sequins, beads, etc. Production of interesting and expressive details is encouraged.

The Courses

- VCT 2413 Fabric Design I 3 SH**
A study of the basics of design as applied in fabric decoration and textile design. An introduction to block printing and the techniques of batick, tie-dye, and stencil.
- VCT 2423 Fabric Design II 3 SH**
(Prerequisite: VCT 2413) A continuation of VCT 2413 with in-depth applications of fabric design.
- VCT 2514 Tailoring 4 SH**
The application of tailoring techniques in the construction of coats, suits, and other woolen garments.
- VCT 2613 Merchandising 3 SH**
Deals with the types of retail stores, the problems of store operations; salesmanship, promotion, display, personnel administration, operational control and pricing are included in the instructional content.
- VCT 2626 Internship 6 SH**
A work-experienced program designed to allow the student to apply classroom learning to on-the-job situations.
- VCT 2713 Home Furnishings 3 SH**
A study of the principles and elements of design related to the selection and arrangement of furniture, use of fabrics, accessories, wall and window treatment and other facets of interior designs. Drapery making and construction of home furnishing goods are included.
- VCT 2813 Textiles 3 SH**
This study considers the relationship of raw materials, construction and finish to quality and cost, identification of fibers, yarns and fabrics; selection of appropriate fabrics for various uses considering wearing quality and care required.
- VCT 2913 Modeling and Grooming I 3 SH**
This course offers a thorough treatment of the basic concepts of modeling, through free and easy exercises, poses, walking, hand positions, hair-styles, eye-lashes, photography, and make-up.
- VCT 2923 Modeling and Grooming II 3 SH**
A continuation of VCT 2913 with emphasis on modeling as it applies to photography, retailing, promotional sales, and television.

COSMETOLOGY

This area is designed to prepare students for employment as cosmetologists. Emphasis is placed on theory and practice involving hair styling, tinting, bleaching, anatomy, physiology, hygiene, bacteriology, sterilization, sanitation, shampooing, permanents, personality, haircutting, scalp treatments, beauty salon management and wigology.

Upon completion of this course, a student is given a certificate, which entitles him/her to take the State Cosmetology Examination for a license to become a licensed operator to operate his/her own shop or work with others. Fifteen hundred (1500) clock hours and the passing of the State Examination are required for completion.

- VCO 1119 Cosmetology I 9 SH**
(Corequisite: VCO 1110)
- VCO 1129 Cosmetology II 16 SH**
Reading required for students as determined by test scores.
Uniform and kit are required for course. Please see advisors about getting these items.

DIESEL AND TRUCK MECHANICS

Program Description: This course is designed to prepare student for employment in the field of Diesel and Truck Mechanics. Training gives students much practical experience in overhauling engines, transmissions, clutches, rear ends and in dealing with other problems that are encountered in repairing trucks and many types of diesel equipment. It also gives the student an opportunity to acquire the technical and related information necessary for job competency in the transportation and construction industries.

Length: 4 semesters plus 1 summer session; 2160 CH, 72 SH.

- VDM 1114 Orientation 4 SH**
(Prerequisite: None) History of the truck industry, job opportunities, safety, first aid, tool identification and usage and service operations. (120 CH)

VDM 1124	Suspension and Steering Systems	4 SH
(Prerequisite: VDM 1114) A complete study of the suspension system including light and heavy truck frames, axles, springs and related parts. Also, power and manual steering systems, wheel alignment and balance. (120 CH)		
VDM 1138	Brake and Hydraulic Systems	8 SH
(Prerequisite: VDM 1114) A study of the complete braking system including hydraulic, hydro-vacuum, air over hydraulic, air and mechanical systems. Hydraulic components of the vehicle. (240 CH)		
VDM 1144	Gas Tune-Up	4 SH
(Prerequisite: VDM 1114) A study of the ignition system, carburetion and fuel injection. (120 CH)		
VDM 1154	Electrical Systems	4 SH
(Prerequisite: VDM 1114) Theory and servicing of the electrical system including charging system, battery and wiring system. (120 CH)		
VDM 1164	Air Conditioning and Heating	4 SH
(Prerequisite: VDM 1114) Theory and repair of air conditioning and heating systems including trouble-shooting, servicing and repair of components. (120 CH)		
VDM 1174	Cooling and Lubrication Systems	4 SH
(Prerequisite: VDM 1114) A study of the cooling and lubrication systems including theory, water cooling, air and oil cooling systems. (120 CH)		
VDM 1184	Principles of Gas and Diesel Engines	4 SH
(Prerequisite: VDM 1114) A study of the internal combustion engine including theory, history, parts and engine identification. (120 CH)		
VDM 1194	Principles of Fuel Injection	4 SH
(Prerequisite: VDM 1114) Introduction to the fuel systems, method of injection, fuel oil ratings, trouble-shooting, servicing and repair including calibration to manufacturer's specification. (120 CH)		
VDM 2118	Engine Rebuild	8 SH
(Prerequisite: VDM 1184) Diagnosing problems, engine disassembly, parts measurement, parts ordering and reassembly of engine. Testing and run after rebuild. (240 CH)		
VDM 2124	Transmission: Standard Light	4 SH
(Prerequisite: VDM 1114) Theory and technique of the transmission, parts identification, repair and servicing the system. (120 CH)		
VDM 2134	Transmission: Standard Heavy	4 SH
(Prerequisite: VDM 2124) A study of unit application and identification. Trouble-shooting, repair and rebuild. (120 CH)		
VDM 2148	Transmission: Automatic	8 SH
(Prerequisite: VDM 2124) Theory of hydraulic power, parts identification, disassembly and repair, servicing and installation. (240 CH)		
VDM 2154	Drive-Line: Light and Heavy	4 SH
(Prerequisite: VDM 1114) A study of the drive shaft and related parts. Also the differential, rear axle, springs and hangers, repair and installing techniques. (120 CH)		
VDM 2164	Diesel Tune-up	4 SH
(Prerequisite: VDM 1194) Diagnosing the fuel system, air system filters and making necessary adjustments and repairs. (120 CH)		

ELECTRIC MOTOR REPAIR

Program Description: This program covers the repair of AC and DC motors of all sizes and voltage. The course stresses the fundamental theory of electricity and safe work habits. A student should develop skills and knowledge in stripping, recording, insulating, winding coils, inserting insulators and connecting and lacing windings.

Length: 3 semesters plus 1 summer session; 1680 CH; 56 SH

VEM 1118	Introduction to Electric Motor Repair	8 SH
(Prerequisite: None) Care and use of tools and equipment. Safety, trouble shooting and minor repair on split-phase motors. (240 CH)		

The Courses

VEM 1128	Split-Phase Motors	8 SH
(Prerequisite: VEM 1118) Rewinding and rebuilding split-phase motors. Trade Math and Business Practices. (240 CH)		
VEM 1138	Capacitor-Start Motors I	8 SH
(Prerequisite: VEM 1118) Trouble shooting minor repair of capacitor start motors, permanent-split capacitor motors. Checking circuits. Replacing bearings and switches. (240 CH)		
VEM 1148	Capacitor-Start Motors II	8 SH
(Prerequisite: VEM 1138) Rewinding and rebuilding capacitor-start motors. Stripping the old winding, recording winding data and insulate slots. Winding coils, connect and lace winding. (240 CH)		
VEM 1158	Three-Phase Motors I	8 SH
(Prerequisite: VEM 1118) Trouble shooting three-phase motors. Checking circuits, checking bearings and replacing bearings. (240 CH)		
VEM 2118	Three-Phase Motors II	8 SH
(Prerequisite: VEM 1158) Rebuilding and rewinding three-phase motors. Recording winding data and insulate slots. Winding coils and inserting phase insulators. (240 CH)		
VEM 2128	Star and Delta Circuits	8 SH
(Prerequisite: VEM 2118) Connect three-phase motors for Star and Delta. Connections, lace and shape winding. (240 CH)		

VOCATIONAL ENGLISH

VEN 1113	Basic English I	3 SH
This course in writing stresses basic communication skills-writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. (3 hr lecture)		
VEN 1123	Basic English II	3 SH
A continuation of VEN 1113. (3 hr lecture)		

FOOD SERVICE ADMINISTRATION **

VFS 1114	Food Service and Nutrition I	4 SH
This course involves a study of the principles of food selection, preparation, service and scientific aspects of food and nutrition as applied to the individual and the community. Topics include basic principles of cookery, high standards of production for food, efficient use of time in preparation of food, garnishes, sanitary handling of food.		
VFS 1124	Food Service and Nutrition II	4 SH
A continuation of VFS 1114.		
VFS 1113	Child Nutrition	3 SH
This course offers a thorough treatment of the basic concepts of nutrition from an interdisciplinary approach, socio-psychological viewpoint coupled with an application to the needs and problems of children at all age levels. Topics include the nutrient factors in American nutrition, dietary, feeding and infant, preschool and school child and the nutrition of adults.		
VFS 1213	Modified Diets	3 SH
This course is intended to help the student with factors which make dietary modification necessary to understand the effect that the patient's social, economic and religious practices have on his acceptance of dietary care.		
VFS 1223	Menu Planning	3 SH
This course deals with the planning of menus for various types of family and food service meals. Experiences are provided that will give practice in writing and evaluating menus for the various types of food services and the purpose of a menu. It also introduces the student to recipes and stresses their importance in supervising and managing quantity food service operations.		
VFS 1313	Equipment and Interior	3 SH
This course provides experience to acquaint the student with specifications for various types of food service equipment and facilities, demonstrates to the student how to operate food service equipment, stresses the importance for care and		

			The Courses
cleaning food service equipment and factors to be considered when selecting the physical facilities and equipment for a food service unit.			
VFS 2234	Quantity Food I	4 SH	
This course familiarizes the student with various aspects of quantity food service and prepares students for experiences as food service employees. Laboratory experiences provide opportunities in quantity food preparation, organizing of work, food costs, portion control and work scheduling the emphasis on production scheduling.			
VFS 2244	Quantity Foods II	4 SH	
A continuation of VFS 2234.			
VFS 2413	Purchasing and Storage	3 SH	
This course familiarizes the student with the amount of food to purchase, the quantity of food in relationship to use, food cost control and the use of production records and preparation for requisitions. Principles of storage temperatures and the correct use of storage areas will be discussed.			
VFS 2513	Cost Control of Food Service Operations	3 SH	
Deals with factors important in control of expenses during purchasing, receiving, storage, issuing, preparation and service. Analysis of menu pricing, budget planning and control is also emphasized.			
VFS 2526	Supervised Practicum I	6 SH	
(Prerequisite: VFS 1114, 1124, 1223) Work experienced program designed to allow the student to apply classroom learning to on-the-job situations.			
VFS 2536	Supervised Practicum II	6 SH	
(Prerequisite: VFS 2526, VRM 1113, 1123, VEN 1113, 1123) A continuation of VFS 2526.			
VFS 2613	Demonstration Methods	3 SH	
A study of principles and techniques used in food and equipment demonstrations. An opportunity is provided for the student to practice the demonstration techniques, to observe critically a number of demonstrations and to judge objectively the work of others.			
VFS 2713	Catering I	3 SH	
This course allows the student an opportunity to put into practice many of the principles of food service when she/he has learned. Practice in ordering, organizing and supervising custom preparation and service of food with emphasis on planning of menus, artistic production and service, cost calculation and alternative menus for public group services, banquets, buffets, teas, dinners, dances, etc., are included in the course. Emphasis in school food service will be in food preparation, loss of low cost items and production of menu items to meet the requirements of school food services.			
VFS 2723	Catering II	3 SH	
A continuation of VFS 2713.			
VFS 2813	Management	3 SH	
This course emphasizes the various responsibilities of food service supervisors, problems of food service business, government and other organizations handling employees, to acquaint the student with volume food management with the history of the volume food service, to outline the multiplicity of functions within the scope of quality food service supervision and management and to suggest opportunities available in industry.			
**Complete program available at Utica Campus only.			

GENERAL ELECTRICITY AND WIRING

Program Description: Upon completion of this program, a graduate will be capable of installing and maintaining electrical circuits, panels, and providing electrical service to commercial and industrial users. The student will be capable of taking the blueprints of a residence and figuring the materials and labor required and the installation of the system in the structure. The student will be able to troubleshoot and repair electrical circuits of most types.			
Length: 4 semesters; 1920 CH; 64 SH			
VEW 1118	Fundamentals of Electricity	8 SH	
(Prerequisite: None) Electrical theory, National Electrical Codes and blueprint reading, trade mathematics and general business practice. (240 CH)			
VEW 1128	Safety and Residential Wiring	8 SH	
(Prerequisite: VEW 1118) Hazards, safety devices and regulations, Romex installation, planning and design of a romex structure. (240 CH)			

The Courses

VEW 1138	Residential Wiring	8 SH
(Prerequisite: VEW 1128) Layout a romex system, complete with all wiring and related equipment for a residence as required by the national Electrical Code. (240 CH)		
VEW 1148	Calculation and Estimating Cost	8 SH
(Prerequisite: VEW 1138) Estimation of materials and cost of a complete wiring system to be installed in a residence. Calculation of circuit loads and balance. Calculate service entrance for system. (240 CH)		
VEW 1158	Conduit Bending and Installation	8 SH
(Prerequisite: VEW 1148) Conduit bending practices for industrial and commercial systems. Conduit bending installation. (240 CH)		
VEW 2118	Industrial Wiring	8 SH
(Prerequisite: VEW 1158) Calculate feeder sizes for individual loads for industrial installations with circuit load protection. (240 CH)		
VEW 2128	Troubleshooting and Repairs	8 SH
(Prerequisite: VEW 2118) Troubleshoot and repair electrical circuits of all types. Repair electrical control equipment. (240 CH)		
VEW 2138	Transformers and Additions	8 SH
(Prerequisite: VEW 2128) Make transformer installation and hook-up. Plan additions to existing facilities as relates to the National Electrical Code. (240 CH)		

HUMAN DEVELOPMENT AIDE

Program Description: An introductionl to mental retardation, emphasizing that all children develop sequentially and teaching the differences between the retarded child and a normal child in terms of rate of development and maximum attainable goal.

This program is not eligible for payments under Veterans' Benefit program.

VHD 1118	Human Development Aide	8 SH
(Prerequisite: Approval of Human Development Aide Admissions Committee) Introduction to infant and child development, theories of learning, and mental retardation. Practice in behavioral observation and recording, maintaining programs and record keeping. Materials and methods in language development, motor development, socialization and arts and crafts. The role of the human development aide, discussion of child rearing practices. (240 CH)		

INDUSTRIAL DRAFTING

Program Description: This is a one or two year drafting program. The one year intensified drafting program will teach the student basic and advanced drafting techniques and basic architectural drafting. At this point, if the student has obtained a full time job as a draftsman, the student may take two additional courses known as supervised field experience and receive a one year certificate. The two year program will cover the same course work as the one year program except it will give the student a much broader base in the drafting field. These additional subject areas are: intermediate architectural drafting, advanced architectural drafting, piping, H. V. A. C. and topographic drafting. These additional courses will increase the students' opportunities in expanding business and industrial areas.

Length: 2 semesters plus 1 summer session, 1200 CH; 40 SH plus 4 SH of Field Experience OR 4 semesters plus 1 summer session; 2160 CH; 72 SH.

VDR 1118	Basic Drafting I	8 SH
(Prerequisite: None) Introduction to drafting and the graphic language, mechanical drawing, lettering, geometrical construction, reproduction and control of drawings, sketching and shape description. (240 CH)		
VDR 1128	Basic Drafting II	8 SH
(Prerequisite: VDR 1118) Dimensioning, multiview projection, sectional views, auxiliary views, revolutions. (240 CH)		
VDR 1138	Advanced Drafting	8 SH
(Prerequisite: VDR 1128) Axonometric projections, oblique projection, perspective, threads and fasteners and spring, gearing and cams. (240 CH)		
VDR 1148	Advanced Drafting II	8 SH
(Prerequisite: VDR 1138) Designs and working drawings. (240 CH)		

VDR 1158	Basic Architectural Drafting	8 SH
(Prerequisite: VDR 1148) Structures, essentials of planning, from ideas to reality, complete the student guide, and also do 25 detailed drawings. (240 CH)		
Option 1: Advanced Drafting		
VDR 2118	Intermediate Architectural Drafting	8 SH
(Prerequisite: VDR 1158) First house plan, latham house from student guide, second house plan, with 2500 sq. ft plus 100 sq. ft. (240 CH)		
VDR 2128	Advanced Architectural Drafting	8 SH
(Prerequisite: VDR 2118) Student choice with approval of instructor of: (1) third house plan, possible passive solar, underground, or conventional, 1½ or 2 story, (2) rendered perspective and pen and ink presentation floor plan and front elevation. (Combination of above with instructor approval) (240 CH)		
VDR 2138	Pipe and H. V. A. C. Drafting	8 SH
(Prerequisite: VDR 2128) Pipe symbols, methods of representing pipe symbols. Diagrams, drawings, controls, pipe and pipe fittings, working drawings and sample plans and design practices. Duct drafting, isometric duct drafting, sectional drawing and details. (240 CH)		
VDR 2148	Topographic Drafting	8 SH
(Prerequisite: VDR 2138) Signs, symbols, interpretation, contours, mapping (240 CH)		
Option 2: Field Experience		
VDR 2152	Supervised Field Experience I	2 SH
(Prerequisite: VDR 1158) Supervised and approved on-the-job training as a full-time draftsman. (240 CH)		
VDR 2162	Supervised Field Experience II	2 SH
(Prerequisite: VDR 2152) Supervised and approved on-the-job training as a full-time draftsman. (240 CH)		
Option 3: Advanced Drafting/Computer-Aided		
VDR 2214	Computer-Aided Drafting	4 SH
(Prerequisite: VDR 1158) Introduction to components, network operation, basic drawing creation, editing drawings, and dimensioning. Design-oriented graphics, three-dimensional drawings, shape library, drawing management, and plot generation. (120 CH)		
VDR 2224	Computer-Aided Manufacturing	4 SH
(Prerequisite: VDR 2214) Manufacturing processes, principles of operation and computer-aided drafting applications as related to computer-aided manufacturing. Drawing conversion application, planning with robotics, computer-aided manufacturing and robotic applications. (120 CH)		
VDR 2238	Intermediate Architectural Drafting/Computer-Aided	8 SH
(Prerequisite: VDR 2214) First house plan, latham house from student guide, second house plan with 2500 sq. ft. plus 100 sq. ft. All drawings to be computer-aided.		
VDR 2248	Pipe Drafting/Computer-Aided	8 SH
(Prerequisite: VDR 2214) Pipe symbols, methods of representing pipe symbols. Diagram drawing, controls, pipe and pipe fittings, working drawings to be computer-aided. (240 CH)		
VDR 2258	Topographic Drafting/Computer-Aided	8 SH
(Prerequisite: VDR 2214) Signs, symbols, interpretation, contours, mapping. All drawings to be computer-aided. (240 CH)		

VOCATIONAL DRAFTING AND DESIGN**

VDD 1113	Mechanical Drawing I	3 SH
The use of instruments, geometric constructions, orthographic projections, sectional views and lettering.		
VDD 1123	Mechanical Drawing II	3 SH
A continuation of VDD 1113.		
VDD 2213	Machine Drafting I	3 SH
An applied study of drafting room practices which cover the design and production of working drawings for threads and fasteners, gears, pulleys, drives, cams, welded parts and the study of shop processes and the properties and applications of materials.		

The Courses

VDD 2223	Machine Drafting II	3 SH
A continuation of VDD 2213.		
VDD 2713	Blueprint Reading I	3 SH
A course that emphasizes terminology most frequently used in the machine trades and how to interpret industrial blueprints.		
VDD 2723	Blueprint Reading II	3 SH
A continuation of VDD 2713		

INDUSTRIAL MAINTENANCE

Program Description: This program is designed to prepare students for employment as maintenance personnel for various types of industries. It provides shop and classroom learning experiences in the area of construction, electricity, instrumentation, plumbing, air conditioning, welding, fabrication, and custodial services. Students will also receive training in safety, supervision of a maintenance crew, repair-maintenance of various machinery, plumbing, physical structure, and electrical wiring and fixtures of commercial and industrial establishments in accordance with blueprints, manuals and building codes, using handtools and carpenter's, electrician's and plumber's tools and special problems arising in maintenance.

Length: 4 semesters plus 1 summer session, 2160 CH; 72 SH.

VIM 1114	Welding and Fabrication I	4 SH
(Prerequisite: None) Safe use of welding equipment, basic techniques in oxygen-acetylene and electric arc welding. (120 CH)		
VIM 1124	Welding and Fabrication II	4 SH
(Prerequisite: VIM 1114) Selection of proper electrodes and identification of metals, strength of metal and uses. (120 CH)		
VIM 1134	Welding and Fabrication III	4 SH
(Prerequisite: VIM 1124) Welding in flat, horizontal, and vertical positions. (120 CH)		
VIM 1144	Welding and Fabrication IV	4 SH
(Prerequisite: VIM 1134) Layout of work, blueprint reading, precise cutting and fitting. (120 CH)		
VIM 1154	Construction and Repair Techniques I	4 SH
(Prerequisite: None) Safety, materials and their use in building construction, and blueprint reading. (120 CH)		
VIM 1164	Construction and Repair Techniques II	4 SH
(Prerequisite: VIM 1154) Basic use of a transit level, setting grade stakes, foundation and reinforcement materials, and batter boards. (120 CH)		
VIM 1174	Construction and Repair Techniques III	4 SH
(Prerequisite: VIM 1164) Basic techniques of framing, partitioning, installing door and window casings, and paneling (120 CH)		
VIM 1184	Construction and Repair Techniques IV	4 SH
(Prerequisite: VIM 1174) Layout of parts of buildings, design, sheetmetal, glass, locks, cabinets, and furniture upkeep. (120 CH)		
VIM 1194	Electricity and Instrumentation I	4 SH
(Prerequisite: None) Electrical Theory, national electric code, switches, motor controls.		
VIM 1204	Electricity and Instrumentation II	4 SH
(Prerequisite: VIM 1194) Layout of raceway and conduit, wiring devices, and power supply. (120 CH)		
VIM 2114	Electricity and Instrumentation III	4 SH
(Prerequisite: VIM 1204) Conductors, appliance installation, lighting fixtures, and switch panels. (120 CH)		
VIM 2124	Electricity and Instrumentation IV	4 SH
(Prerequisite: VIM 2114) Splices, instrument testing; raceways, trouble-shooting, and upkeep. (120 CH)		
VIM 2134	Plumbing and Air Conditioning I	4 SH
(Prerequisite: None) Safety; use of tools and equipment, basic air conditioning fundamentals, and basic plumbing layout. (120 CH)		

VIM 2144	Plumbing and Air Conditioning II	4 SH
(Prerequisite: VIM 2134) Trouble shooting air conditioning systems, refrigerant and electrical components, and use of test equipment. Repair of plumbing fixtures, sprinkler systems, drains and valves. (120 CH)		
VIM 2154	Plumbing and Air Conditioning III	4 SH
(Prerequisite: VIM 2144) Repair of heat pumps, cooling towers, and boilers. (120 CH)		
VIM 2164	Plumbing and Air Conditioning IV	4 SH
(Prerequisite: VIM 2154) Codes, meter, soldering, brazing, water supply systems, conveyers, and bearings. (120 CH)		
VIM 2174	Custodial Services	4 SH
(Prerequisite: None) Cleaners, waxes, protective devices, floor preparation, lawn care, small engines, furniture care, moving heavy loads, proper storage, lockers, floor machines, buffers and packaging.		
VIM 2184	Special Problems	4 SH
(Prerequisite: VIM 2174) Supervision of workers, record keeping, estimating, trouble-shooting from a set of prints, rigging, controls, and lubrication. (120 CH)		

MACHINE SHOP AND TOOL AND DIE MAKING

Program Description: This program is designed to prepare students for the beginning level of employment as machinists. Instruction involves making computations relating to work dimensions, tooling, feeds and speeds of machining. It also emphasizes benchwork, use of lathes, shapers, milling machines, grinders and drills; the use of precision measuring instruments, such as layout tools, micrometers and gauges; methods of machining and heat treating of various metals; blueprint reading; and the layout of machine parts. During the second year of the program, students can choose to specialize in either Advanced Machine Operations or Tool and Die Making Operations.

Students receiving veterans' benefits may pursue any one of the three options available in this program, but only one option at a time. Prior credit must be established before continuing into next option.

Length: 4 semesters plus 1 summer session; 2160 CH; 72 SH

VMS 1118	Basic Machine Shop I	8 SH
(Prerequisite: None) Shop safety, shop math, blueprint reading, bench work, drill press, measuring tools, shop projects. (240 CH)		
VMS 1128	Basic Machine Shop II	8 SH
(Prerequisite: VMS 1118) Shop safety, shop math, blueprint reading, measuring tools, introduction to lathe, shop projects. (240 CH)		
VMS 1138	Intermediate Machine Shop I	8 SH
(Prerequisite: VMS 1128) Safety, intermediate blueprint reading, lathe operations, shop projects. (240 CH)		
VMS 1148	Intermediate Machine Shop II	8 SH
(Prerequisite: VMS 1138) Safety, intermediate blueprint reading, bandsaw machining, vertical milling operations, horizontal milling operations, shop project. (240 CH)		
VMS 1158	Special Projects	8 SH
(Prerequisite: VMS 1148) Safety, shop math, welding, metric system, foremanship, special projects. (240 CH)		

Option 1: Advanced Machine Operations

VMS 2118	Advanced Machine Shop I	8 SH
(Prerequisite: VMS 1158) Safety, advanced blueprint reading, shapers and planers, shop projects. (240 CH)		
VMS 2128	Advanced Machine Shop II	8 SH
(Prerequisite: VMS 2118) Safety, materials identification, physical properties and heat treatment of metals, shop projects. (240 CH)		
VMS 2138	Metals	8 SH
(Prerequisite: VMS 2128) Safety, materials identification, physical properties and heat treatment of metals, shop projects. (240 CH)		
VMS 2148	Special Machining Processes	8 SH
(Prerequisite: VMS 2138) Safety, measuring machines, numerical control machining, electrical discharge machining and shop projects. (240 CH)		

The Courses

Option 2: Tool and Die Making

VMS 2158	Basic Die Making I	8 SH
(Prerequisite: VMS 1158) How to read shop drawings; heat treating of metals; fundamentals of die making: (1) blanking and/or piercing dies, (2) bending, (3) making die sections and components, (4) mounting die sections. (240 CH)		
VMS 2168	Basic Die Making II	8 SH
(Prerequisite: VMS 2158) How to read shop drawings; layouts of stock material and strips; die sets. (240 CH)		
VMS 2178	Advanced Die Making I	8 SH
(Prerequisite: VMS 2168) How to read shop drawings; relationships of die to press and feeds; position of die in press; progressive dies. (240 CH)		
VMS 2188	Advanced Die Making II	8 SH
(Prerequisite: VMS 2178) How to read shop drawings; secondary operations, draw dies. (240 CH)		

MACHINE SHOP**

VMS 1116	Machine Shop I	6 SH
This course is designed to teach students how to properly use hand and precision tools. They include a study of safety rules and instruction to observe in the care and use of machines and operations such as tapping, threading and grinding steel.		
VMS 1126	Machine Shop II	6 SH
A continuation of VMS 1116.		
VMS 2136	Machine Shop III	6 SH
This course offers advanced study to students in all phases of the machine shop trade. This phase of the machine shop course acquaints the student with the use of lathes, sharpeners, benchwork, forming tools, heat treatment, case hardening process, layout work, tape control, semi-advanced milling machine work and further use of the drill press is emphasized. Students are given practice in dealing with the problems they will encounter in shop manufacturing procedures. Students study the various methods to be used in general shop work.		
VMS 2146	Machine Shop IV	6 SH
A continuation of VMS 2136.		
VMS 2212	Supervised Shop Project	2 SH
Planned so that student projects assist the student in exploring his/her interests, abilities and deficiencies.		
VMS 2222	Supervised Shop Project	2 SH
A continuation of VMS 2212.		

** Complete program available at Utica Campus only.

VOCATIONAL MATH

VRM 1113	Basic Mathematics I	3 SH
This course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. (3 hr lecture)		
VRM 1123	Basic Mathematics II	3 SH
A continuation of VMA 1113. (3 hr lecture)		

MEAT MERCHANDISING

Program Description: This program is designed to give specialized training in the field of meat processing. Students are given an opportunity to master the skills necessary for success in this area which include slaughtering; chilling; aging; quartering; cutting and inspecting beef, pork and lamb.

Length: 2 semesters plus 1 summer session; 1200 CH; 40 SH

VMC 1118	Introduction to Meat Merchandising	8 SH
(Prerequisite: None) Identification of wholesale and retail cuts of meats. Preparation and serving of meat products. Background information on dressing, chilling, storage, sanitation, inspection, grading, curing and smoking procedures for different types of meat products. (240 CH)		
VMC 1128	Meat Merchandising I	8 SH
(Prerequisite: VMC 1118) Breaking carcasses into wholesale boxed cuts of beef, pork and lamb, preparing basic retail cuts from wholesale boxed cuts, boning procedures, etc. (240 CH)		
VMC 1138	Meat Merchandising II	8 SH
(Prerequisite: VMC 1128) Cutting and merchandising poultry, fish products, merchandising of smoke meat counter, refrigeration, and display techniques of poultry, fish, and smoke meats. (240 CH)		
VMC 1148	Advanced Meat Merchandising I	8 SH
(Prerequisite: VMC 1138) Advanced merchandising techniques including wholesale purchasing, meat pricing and forecasting gross profits, gross profit control yield data and conducting cutting test. (240 CH)		
VMC 1158	Advanced Meat Merchandising II	8 SH
(Prerequisite: VMC 1148) Special study of meat merchandising as it affects the many different phases of the meat industry. Includes salesmanship and customer relations. (240 CH)		

NURSE AIDE

Program description: An eight-week course designed to prepare qualified men and women to become Nurses Aides. The applicant must pass a written final examination to obtain a Nurse Aide Card. In addition to regular admission requirements, students must have a personal interview, complete the GATB, and submit a medical record.

This program is not eligible for payments under the Veterans' Benefit program.

Length: 8 weeks; 320 CH; 8 SH

VNA 1118	Nurse Aide	8 SH
(Prerequisite: Approval of Nurse Aide Admissions Committee) Introduction to health care and basic nursing skills. Introduction to basic science, terminology, and basic nursing skills performed under the supervision of a professional nurse. 164 hours of class work and 156 hours of clinically supervised practice. (320 CH)		

OFFICE MACHINE REPAIR

Program Description: Training in Office Machine Repair emphasizes the functions and adjustments of all standard office machines, as well as cleaning, repairing and estimating the cost of repairs on these machines. Live operating equipment is used in the shop so that the student may solve problems similar to those found in actual work situations.

Length: 4 semesters plus 1 summer session; 2160 CH; 72 SH

TEL 1116	Fundamentals of Electricity/Electronics	6 SH
Introduction to direct and alternating current circuits. Voltage, resistance, magnetism inductance, transformers, capacitance, resonance and filters. (2 hr lecture, 8 hr lab)		
VOM 1114	Introduction and Safety	5 SH
Introduction to the office machine field. The student is taught how to care for tools. Use these tools properly and safely and also how to take care of the equipment they are repairing. The safety factor with all electric or electronic equipment is also stressed. (150) CH)		
VOM 1125	Manual Typewriter Repair	5 SH
This unit acquaints the student with all brand names of manual and portable typewriters. Care of disassembly, cleaning, reassembly and adjusting is stressed. He or she will completely disassemble and learn all the parts of one manual machine. He or she will then start to reassemble and adjust each section of the machine. After all sections are together then the entire machine is put together, adjusted and checked out. (150 CH)		
TEL 1136	Fundamentals of Semiconductors and Solid State Devices	6 SH
(Prerequisite: TEL 1116) Introduction to solid state devices, semiconductors and basic representative circuits. (2 hr lecture, 8 hr lab)		

- VOM 1135 Electric Typewriter Repair 5 SH**
 (Prerequisite: VOM 1125) This unit incorporates the electric drive mechanisms into the machine. The student will learn motor drive, cam action, spring clutch and friction clutch drives. All electric type bar and single element machines are studied. While studying this unit the cleaning and repair, as well as major overhaul procedures, are learned. (150 CH)
- VOM 1145 Manual Adding Machines 5 SH**
 The student must have a knowledge of the base 10 mode of addition. We take the base 10 and put it to use using a mechanical operation. Basic theory of operation is important because it will be used in the next two blocks of instruction. (150 CH)
- VOM 1158 Electric Adding Machines 8 SH**
 (Prerequisite: VOM 1145) Again we introduce the motor drive into the machine. All the functions are studied in this unit. The credit balance section is now added to the machine. These machines are disassembled, studied, reassembled, adjusted and put back in working order. These machines will only add and subtract. (240 CH)
- VOM 2118 Mechanical Calculators 8 SH**
 (Prerequisite: VOM 1158) Theory of operation of multiplication and division are introduced to the basic adding machine principles. The calculating unit is removed from the machine, disassembled and reassembled. The machine is operated without the unit and then the unit is replaced and operated. All modes of operation, adding, subtracting, multiplication, and division are studied in detail by all the students. Repair of the calculating unit is included in this unit. (240 CH)
- VOM 2128 Basic Electronics 8 SH**
 (Prerequisite: VOM 2118) The unit on basic electronics starts with the very informed laws and simple problems. This unit deals with values, measuring devices and the use of these. All the laws involved for checking electrical circuits. From these simple schematics, we go on to Ohms Law, Kerchoff's Law, more sophisticated circuits. We study transistors, diodes, resistors, chips, capacitors and any combination. You will be required to take a technical electronics course after completion of this unit. The student will build his own model of a clock, pulse generators, and various other projects. An extensive study of schematics is covered. (240 CH)
- VOM 2138 Electronic Calculators 8 SH**
 (Prerequisite: VOM 2128) We put the electronics we learned in 2128 to work. By using different combinations, we get different results. In this unit all phases of the electronic calculators are studied and demonstrated. As well as the liquid crystal displays, L.E.D. displays, and quartz displays, the mechanical printer units are covered. The Seiko, Sanyo, Matrix and numerical selection print units are disassembled and reassembled, put back in the machine and checked for all functions. (240 CH)
- VOM 2148 Advanced Problems 8 SH**
 (Prerequisite: VOM 2138) While studying this unit, the student will encounter all the problems he will face when he or she goes to work in the field. By this time the student should be confident that he or she can accomplish most problems incurred. Customer relations is also covered during this unit. This is most important because the student must know how to present himself to the public. Personality and common sense are stressed here. The student must learn to be fair with the customer and yet make a fair profit. This is a unit when most students get out of the classroom and really start being an Office Machine Repairman. (240 CH)

OFFSET PRINTING

Program Description: This program prepares students for entry-level jobs in printing. Instruction is given in layout, paste-up, camera operation, plate making, color processing, printing and binding.

Length: 2 semesters plus 1 summer session; 1200 CH, 40 SH

- VOP 1118 Basic Printing I 8 SH**
 (Prerequisite: None) Techniques of photo conversion. (240 CH)
- VOP 1128 Basic Printing II 8 SH**
 (Prerequisite: VOP 1118) A study of image design and layout techniques including photo typesetting, stripping and platemaking procedures. (240 CH)
- VOP 1138 Presswork I 8 SH**
 (Prerequisite: None) The study of inks, fountain solution, Ph value, press set up, press run and press clean up. (240 CH)
- VOP 1148 Presswork II 8 SH**
 (Prerequisite: VOP 1138) The operation of a 2-color T-head press. The operation and maintenance of presses and duplicators, press adjustments and the operation of chair and pan delivery systems. (240 CH)

VOP 1158**Advanced Printing****8 SH**

(Prerequisite: VOP 1128, 1148) Advanced techniques in image assembly, photo conversion, stripping and platemaking, operating duplicators and presses. Bindery procedures which includes the study of paper, padding, bookbinding, and operating the various machines used in bindery. (240 CH)

PHLEBOTOMY

Program Description: Phlebotomy teaches students to successfully obtain specimens of blood for the clinical laboratory. The student must also know some psychology that will aid in correctly handling the patient as the phlebotomist is a liaison person for the clinical laboratory. The first four weeks consists of didactic studies in anatomy of the circulatory system, industrial psychology, CPR and a student laboratory in proper techniques in phlebotomy. The second four week consists of introduction to Phlebotomy techniques in clinical hospitals with the first week in directive practice and the last three weeks in clinical experience. The third four weeks consists of advanced clinical experience in Phlebotomy.

This program is not eligible for payments under the Veterans' Benefit program.

Length: 12 weeks; 480 CH; 12 SH

VPT 1114**Phlebotomy I****4 SH**

(Prerequisite: Approval of Phlebotomy Admissions Committee) Didactic studies in anatomy of the circulatory system and CPR. (160 CH)

VPT 1124**Phlebotomy II****4 SH**

(Prerequisite: VPT 1114) Introduction to clinical experience for Phlebotomy, forty hours per week for four weeks in an assigned hospital. (160 CH)

VPT 1134**Phlebotomy III****4 SH**

(Prerequisite: VPT 1124) Advanced Phlebotomy clinical experience, forty hours per week for four weeks divided between two assigned hospitals. (160 CH)

PRACTICAL NURSING

Program Description: Practical nursing is a one-year program designed to prepare qualified men and women to become Licensed Practical Nurses, after successful completion of the prescribed course of study and passing the State Board Examination.

Admission Requirements: Each applicant shall 1) not have a record of conviction of a felony to be eligible to take the state board exam; 2) be at least 18 years of age; 3) return application for admission to the Office of Admissions; 4) return physical examination to the Office of Admissions after being selected for admission (Physical exam form must be in Office of Admissions prior to registration); 5) high school transcript showing evidence of completion of the 12th grade or GED equivalency; 6) send college transcript, if any, to the Office of Admission; 7) achieve passing score on GATB given by the Mississippi Employment Service; 8) score a minimum of 9 on the TABE given by Hinds Junior College District; 9) upon notification, present himself/herself before a selection committee. Applicants must have met and recorded requirements 3-8 in the Office of Admissions before they will be considered for an interview. The committee, after reviewing all records and interviewing all applicants will make recommendations for selections.

Length: 2 semesters and 1 summer session; 1720 CH; 40 SH

VPN 1118**Practical Nursing I****8 SH**

(Prerequisite: Approval of Practical Nursing Admission Committee) Orientation and vocational adjustments. Body structure and functions, nutrition, and introduction of fundamental nursing skills. (344 CH)

VPN 1128**Practical Nursing II****8 SH**

(Prerequisite: VPN 1118) Life span: a study of growth and development, geriatrics, and continuation of health needs, special diets, special treatments and procedures for the medical-surgical patient. Introduction to Pharmacology, including techniques of calculating drug dosage and theory of selected medication for all age groups. (344 CH)

VPN 1138**Practical Nursing III****8 SH**

(Prerequisite: VPN 1128) An extensive study of the adult who has impaired body structure and functions, due to illness or malfunction of body systems. Emphasis will be on nursing care and treatment of special disorders of the body. (344 CH)

VPN 1148**Practical Nursing IV****8 SH**

(Prerequisite: VPN 1128) Obstetrics: a basic study of the Mother and the New-born infant. Fundamentals of Pediatric Nursing. (344 CH)

VPN 1158	Practical Nursing V	8 SH
(Prerequisite: VPN 1128) Mental illness: a basic study of the person with emotional problems, including drug and alcohol misuse and abuse. (344 CH)		

PSYCHIATRIC AIDE

Program Description: A program offering the student the basics of caring for the mentally ill and mentally retarded patient. The student will be acquainted with the responsibilities, obligations, and limitations in relationships with patients, personnel and the community. The student will develop an understanding of patient behavior through the development of desirable attitudes towards caring for and treatment of patients.

This program is not eligible for payments under the Veterans' Benefit program.

VPA 1118	Psychiatric Aide I	8 SH
(Prerequisite: Approval of the Psychiatric Aide Admissions Committee) Introduction to Psychiatric Nursing and the role of the Psychiatric Aide. Introduction to personality growth and development, terminology, human relations and understanding mental health. (320 CH)		

VPA 1128	Psychiatric Aide II	8 SH
(Prerequisite: VPA 1118) Advanced principles of nursing care for the mentally ill, classifications of mental illness, the psychiatric aide/patient relationship. (320 CH)		

RADIO AND TELEVISION SERVICING

Program Description: Instruction is given in electrical theories and their relationship to radio and television sets, receivers and test equipment. Students become skilled in testing and repairing units and minute parts of electrical and electronic equipment. Mathematics are heavily relied upon in the instructional process.

Length: 4 semesters plus 1 summer session; 2160 CH; 72 SH

TEL 1116	Fundamentals of Electricity/Electronics	6 SH
Introduction to direct and alternating current circuits. Voltage, resistance, magnetism inductance, transformers, capacitance, resonance, and filters. (2 hr lecture, 8 hr lab)		

VTV 1125	Radio Theory and Servicing	5 SH
Introduction to amplitude-modulation (AM) receivers, R.F., OSC mixer, I.F., Det., AF amplifier, Power output, and low voltage power supplies. (150 CH)		

VTV 1135	Circuit Fundamentals, Soldering and Fabrication	5 SH
Introduction to basic circuit construction and elements of circuit schematics. (150 CH)		

TEL 1136	Fundamentals of Semiconductors and Solid State Devices	6 SH
(Prerequisite: VRS 1116) Introduction to solid state devices, semi-conductors and basic representative circuits. (2 hr lecture, 8 hr lab)		

VTV 1145	Electronic Test Equipment	5 SH
(Prerequisite: VTV 1135) Volt-ohmmeter, ammeter, oscilloscope, frequency generator, and special measuring instruments. (150 CH)		

VTV 1155	Basic Television Theory and Servicing	5 SH
Television transmission and reception. Composite picture and sound signals, bandwidth requirements and frequency allotment of channels; television receivers; servicing procedure and breakdown of receiver in sections, location of sections on the chassis. Heater circuit and low-voltage section, vertical sweep section, synchronization section, picture-signal path, sound signal path, picture tube, alignment procedures and equipment. (150 CH)		

VTV 1158	Advanced Television Theory and Servicing	8 SH
(Prerequisite: VTV 1155) Theory of color and development of a color television signal. The color transmitter, color receiver, the luminance (y) channel, the chrominance channel, the chroma (bandpass) amplifier and blanker, the demodulators and color amplifiers. The color sync section, the horizontal-sweep and high voltage section of a color TV receiver. The color picture tube and its associated circuits. Alignment procedure and equipment. (240 CH)		

VTV 2118	Video Systems Theory and Servicing I	8 SH
(Prerequisite: VTV 1158) Elements of video recording, color-under; heterodyne color processing, zero guardband systems,		

processing the luminance signal, color signal processing. (240 CH)

VTV	2128	Video Systems Theory and Servicing II	8 SH
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Servo systems, mechanical aspects, system control, audio systems, tuner and modulators. (240 CH)

VTV	2138	Diagnostic Procedures I	8 SH
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(Prerequisite: VTV 2128) Applied bench servicing techniques in a production atmosphere that closely resembles the professional television repair shop. Use of senses of sight, sound, touch and smell. (240 CH)

VTV	2148	Diagnostic Procedures II	8 SH
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Applied bench servicing techniques in a production atmosphere that closely resembles the professional television repair shop. Use of senses of sight, sound, touch and smell. (240 CH)

REFRIGERATION AND AIR CONDITIONING

Program Description: Instruction in the operating principles, procedures, techniques and theory of air conditioning and refrigeration systems. Subject matter includes the different types of compressors, practical laboratory projects, controls and control systems. The student learns to install, maintain and repair refrigeration equipment.

Length: 4 semesters plus 1 summer session; 2160 CH: 72 SH

VRA 1118	Fundamentals of Refrigeration	8 SH
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Introduction to refrigeration, theory and principles; systems, cycles and classification, nature and effect, heat and energy. Temperature measurements and characteristics of refrigerants. Tools, refrigeration fittings, basic electricity, electrical test equipment, soldering, principle and procedures.

VRA 1128	Heat in Refrigeration	8 SH
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(Prerequisite: VRA 1118) Principles of charging. Methods of heat transfer. Compressor design and function, major metering devices, electrical components and leak detection. Refrigeration oils, dehydration, vacuum pumps, filters and dryers. (240 CH)

VRA 1138	Compressor Operation and Application	8 SH
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(Prerequisite: VRA 1128) Effect of pressure evaporators, condensers, electrical wiring diagram, factors affecting heat transfer, and insulation valves, flow control, charging and testing procedure. (240 CH)

VRA 1148	Electric Motors and Controls	8 SH
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(Prerequisite: VRA 1138) Controls and supplementary controls, non-mechanical refrigeration systems. Electrical devices used in refrigeration and automotive air conditioning.

VRA 1158	Residential and Commercial Equipment	8 SH
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(Prerequisite: VRA 1148) Window units, central systems, cooling towers, humidifiers, filters, self-contained and built-up systems/ or approved supervised work experience (240 CH)

VRA 2118	Introduction to Air Conditioning	8 SH
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(Prerequisite: VRA 1148) Principles of comfort cooling, types of equipment. Psychrometric process and application. Heat sources and methods of heat transfer. Introduction to estimating and calculations for heating and cooling. (240 CH)

VRA 2128	Heating and Cooling	8 SH
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(Prerequisite: VRA 2118) Load calculations for residential and light commercial. Air distribution and duct design, duct sizing, selection of grills and registers, types of fans, air velocity and fan performance. Introduction to air testing instruments. (240 CH)

VRA 2138	Installing Residential and Small Commercial Equipment	8 SH
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(Prerequisite: VRA 2128) Room air conditioners, self-contained water-cooled and air-cooled units, air-cooled condensers, electric heating, cooling towers and controls. (240 CH)

VRA 2148	Heat Pump and Introduction to Solar	8 SH
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(Prerequisite: VRA 2138) R.S.E.S. Heat pump course. History of heat pump design, early application and operating principles. Introduction to principles and application of solar. (240 CH)

RESPIRATORY THERAPY TECHNOLOGY

Program Description: The Respiratory Therapy Technology program has been designed to equip a graduate for successful employment opportunities in the field of Respiratory Therapy. It has received National Accreditation from the Joint Review Committee for Respiratory Therapy Education and the American Medical Association. This accreditation allows a graduate to sit for the National Certification Examination for Respiratory Therapy. The program as outlined will require five eight-week blocks followed in prerequisite fashion for successful completion, or be challenged and passed by successful completion of examinations before continuing to completion in the program. The five eight-week blocks are offered only once each school year and begin in August of that year and continue until July of the following year.

Admission Requirements: Applicants must complete the following:

1. High School graduate or equivalent, 2. Physical examination, 3. Personal interview with the Program Director or Clinical Coordinator, 4. GATB examination, 5. TABE examination, 6. ACT examination (preferred)

Length: 2 semesters and 1 summer session; 1520 CH; 40 SH

VRT 1118	Respiratory Therapy Technology I	8 SH
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(Prerequisite: Approval of the Respiratory Therapy Technology Admissions Committee) This course is designed to give the student the basic background necessary in math, chemistry, physics and drug therapy calculations used by the respiratory therapy technician. The student will begin indoctrination in gas therapy, humidity and aerosol therapy, cleaning and sterilization of respiratory therapy equipment, and be acquainted with the ethical and legal aspects of medicine. (290 CH)

VRT 1128 Respiratory Therapy Technology II 8 SH

(Prerequisite: VRT 1118) Basic knowledge necessary in all body systems, with special emphasis on the nervous, circulatory, respiratory, and urinary systems. The student will learn the various general classifications of microorganisms involved with respiratory tract infections and the various methods employed for cleaning and sterilizing respiratory therapy equipment. There will also be extensive hands-on experience with various types of respiratory therapy equipment while in the laboratory setting. (270 CH)

VRT 1138 Clinical Experience I 8 SH

(Prerequisite: VRT 1128) Instruction in the pathophysiology of cardiopulmonary diseases and involvement in terminology and metric system studies. Initial instruction in those drugs typically used in routine aerosol and I.P.O.B. therapy. The student will be taught cardiopulmonary resuscitation, chest physiotherapy, postural drainage, breathing exercises, and basic electrocardiography under the direction of the clinical coordinator or one of the clinical instructors at the affiliating hospital. (320 CH)

VRT 1148	Clinical Experience II	8 SH
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(Prerequisite: VRT 1138) Direct participation of the program medical director and other participating physicians concerning various disease states and diagnostic procedures. Chart and laboratory study with interpretation of these. Discussion of general pharmacology necessary for the student to function in the routine and critical care areas. Instruction in the treatment and management of critically ill patients, both adult and neonate, as related to ventilator care. (320 CH)

VRT 1158 Clinical Experience III 8 SH

(Prerequisite: VRT 1148) Students will prepare case studies and deliver them before the other students and the medical director for discussion as to the proper respiratory therapy procedures and techniques performed. The students will perform all routine and critical care procedures previously taught to them while under the supervision of the clinical coordinator or clinical instructor while in the hospital. (320 CH)

SURGICAL TECHNOLOGY

Program Description: This program prepares qualified men and women through classroom instruction, laboratory practice and clinical experience to assist in all phases of patient care in the Surgical Suite. Graduates of the program are eligible to take the National Certifying Examination and become Certified Surgical Technologists.

Admission Requirements: Each applicant shall have a complete application in the Admissions and Records Office by July 15. This application consists of:

1. Hinds Junior College District application package
2. High school transcript or GED equivalent.
3. Physical examination and current Tetanus Toxoid Booster
4. Acceptable scores on GATB administered by Employment Office
5. Minimum score of 9 on TABE test administered by Hinds Junior College District.

All applicants having a completed file will be notified to come for an interview with the Admissions Committee. Selection of applicants by the Admissions Committee will be made the first week in August. Classes begin in the fall semester.

Length: 2 semesters plus 1 summer session; 1344 CH; 40 SH

VST 1118	Surgical Technology I	8 SH
(Prerequisite: Approval of the Surgical Technology Admissions Committee) Basic introductory course including hospital and Surgery Suite organization, environment, history, legal responsibilities, terminology, psychology related to adjustment in the Operating Room, surgical microbiology, surgical anatomy, and a comprehensive study of aseptic technique, safe patient care and surgical techniques and procedures. Classroom instruction and laboratory practice are utilized. (240 CH)		
VST 1128	Surgical Technology II	8 SH
(Prerequisite: VST 1118) This course is a continuation of surgical Technology I with the addition of principles and techniques of anesthesia. The student will observe and participate in clinical experience as a member of the unsterile team in the Surgical Suites of affiliating hospitals. (240 CH)		
VST 1138	Surgical Technology III	8 SH
(Prerequisite: VST 1128) Clinical experience participation in surgical procedures as a member of the sterile and unsterile teams in the Surgery Suites. Basic nursing principles and practices in the Recovery Room and Labor and Delivery with clinical experience in these areas. Drugs and solutions used in surgery and the systems and methods of measurement. Classroom instruction in surgical procedures including regional anatomy, pathology, instrumentation and techniques in all surgical specialties. (288 CH)		
VST 1148	Surgical Technology IV	8 SH
(Prerequisite: VST 1138) Continuation of Surgical Technology III. (288 CH)		
VST 1158	Surgical Technology V	8 SH
(Prerequisite: VST 1148) Continuation of Surgical Technology IV. Clinical experience emphasizing capability of independent functioning with minimal supervision. Successful completion of comprehensive examination. Techniques of applying and interviewing for a job. (288 CH)		

UNIT SERVICE (WARD) CLERK

Program Description: The Unit Service (Ward) Clerk Program is intended to prepare persons to perform non-nursing management functions in hospital nursing units under the direct supervision of the head nurse. Some of the functions are management of safe environment, equipment, and supplies; coordinating activities of the nursing unit with those of other departments; assisting with records and reports and performing as receptionist.

This program is not eligible for payments under Veterans' Benefit program.

Length: 6 weeks; 240 CH; 6 SH

WVC 1116	Ward Clerk	6 SH
(Prerequisite: Approval of Unit Service (Ward) Clerk Admissions Committee) Provides classroom and clinical learning experiences concerned with emergencies, clerical responsibilities, patient's charts and charting responsibilities, medical terminology, transcription of orders, and medication orders. (240 CH)		

WELDING

VWE 1113	Basic Welding*	3 SH
(Non-Major Course) The course is designed to give the experience in the essentials of welding, including theory and actual practices. Emphasis is placed on the development of skills sufficient to supplement other areas.		
VWL 1118	Introduction to Welding	8 SH
(Prerequisite: None) Safe use of welding equipment, oxygen-acetylene welding and cutting, basic welding theory, electrode selection and arc welding in the flat and horizontal position. (240 CH)		
or		
VWL 1114		4 SH
(Prerequisite: None) Safe use of welding equipment, oxygen-acetylene welding and cutting, basic welding theory, electrode selection and arc welding in the flat and horizontal position. (120 CH)		
and		
VWL 1124		4 SH
(Prerequisite: VWL 1114) A continuation of VWL 1114. (120 CH)		

The Courses

VWL 1128	Basic Welding Practices	8 SH
(Prerequisite: VWL 1118 or VWL 1114 and 1124) Arc welding in the vertical and overhead positions with various electrodes, blueprint reading for welders, use of shop drawings and related shop math. (240 CH)		
or		
VWL 1134		4 SH
(Prerequisite: VWL 1118) Arc welding in the vertical and overhead positions with various electrodes, blueprint reading for welders, use of shop drawings and related shop math. (120 CH)		
and		
VWL 1144		4 SH
(Prerequisite: VWL 1134) A continuation of VWL 1134. (120 CH)		
VWL 1138	Intermediate Welding Practices	8 SH
(Prerequisite: VWL 1128 or VWL 1134 and 1144) Gas tungsten arc welding (TIG), metal inert gas welding (MIG) structural blueprint reading. (240 CH)		
or		
VWL 1154		4 SH
(Prerequisite: VWL 1128) Gas tungsten arc welding (TIG), metal inert gas welding (MIG), structural blueprint reading. (120 CH)		
and		
VWL 1164		4 SH
(Prerequisite: VWL 1154) A continuation of VWL 1154. (120 CH)		
VWL 1148	Advance Welding Practices	8 SH
(Prerequisite: VWL 1138 or VWL 1154 and 1164) Practical performance of all arc welding processes; i.e. metal shielded arc welding (TIG and MIG), physical testing and shop drawing layout. (240 CH)		
or		
VWL 1174		4 SH
(Prerequisite: VWL 1138) Practical performance of all arc welding processes; i.e. metal shielded arc welding (TIG and MIG), physical testing and shop drawing layout. (120 CH)		
and		
VWL 1184		4 SH
(Prerequisite: VWL 1174) A continuation of VWL 1174. (120 CH)		
VWL 1229	Welding I*	9 SH
This course is designed with the apprentice and journeyman in mind: emphasis is placed on safety practices, arc, inert, and gas welding as applied to modern industry. Special emphasis is placed on theory practices necessary for entry as well as progress in the welding industry.		
VWL 1239	Welding*	9 SH
A continuation of VWL 1229.		
*Utica Campus Curriculum		

ASSOCIATE IN APPLIED SCIENCE DEGREE
IN
OCCUPATIONAL EDUCATION
FOR
VOCATIONAL MAJORS

General and Related Studies

English	6
Mathematics and/or Science	6
Social Science	3
Academic and/or Technical Electives (free)	9
Academic, Technical and/or Vocational Electives (approved)	8
	<u>32</u>

Vocational Specialty

Includes all courses required for a vocational certificate which contains 32 or more semester hours	32+
TOTAL	64+

Suggested Curriculum and Course Sequence

Vocational majors have the option of completing the General and Related Studies degree component prior to, current with, or subsequent to completing the Vocational Specialty certificate component. For those pursuing the program in a concurrent manner, the following curriculum and course sequence is provided as a suggested guide:

First Semester — Freshman Year

Mathematics and/or Science	3
Vocational Specialty	16
TOTAL	19

Second Semester — Freshman Year

Mathematics and/or Science	3
Vocational Specialty	16
TOTAL	19

Summer Session

Social Science	3
Vocational Specialty (if required for certificate)	8
or	
Academic, Technical and/or Vocational Electives (approved)	
TOTAL	11

First Semester — Sophomore Year

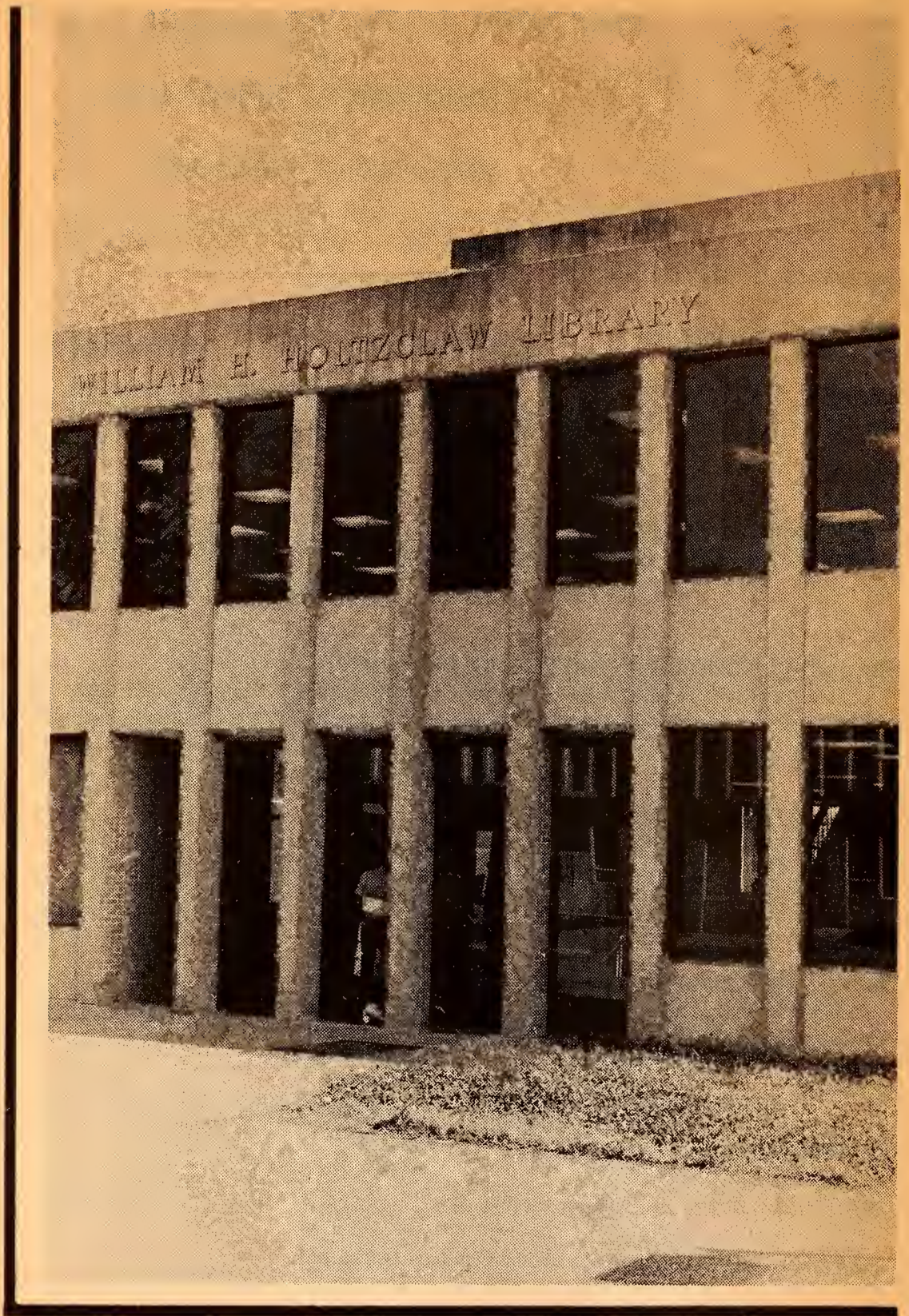
English	3
Vocational Specialty (if required for certificate)	16
TOTAL	19

Second Semester — Sophomore Year

English	3
Vocational Specialty (if required for certificate)	16
TOTAL	19

Summer Session

Academic and/or Technical Electives (free)	TOTAL	9
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Choice of Fields

There's a division and a program of study for you in the Hinds Junior College District:

Academic Academic courses lead to a two-year degree that transfer easily to a four-year college (Associate of Arts Degree).

The Hinds Junior College District can offer you the first two years of most any program to transfer to a senior college. Our academic listings are constantly growing. **Please ask for more information about programs and courses not listed.**

Technical Technical programs provide you with both a basic academic background and specific job training (Associate in Applied Science Degree).

Vocational Vocational programs concentrate on teaching you a specific job skill in a highly demanded field (Certificate of Completion).

Continuing Education Continuing education courses can be just for fun, or to improve your future.

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. These work periods are an integral part of the student's education and are arranged with employers by the Hinds Junior College District. The course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Junior College District. For more information, contact the Office of Cooperative Education and Placement at 857-3384.

Job Placement. The Office of Cooperative Education and Placement provides job placement services for all Hinds Junior College District students and alumni. This service is free and includes full-time employment for graduates as well as part-time, summer and Cooperative Education jobs. For more information, contact the Office of Cooperative Education and Placement at 857-3341.

FIELDS OF STUDY

RAYMOND CAMPUS
857-5261 or 352-3011

Academic

Accounting
Agriculture
Architecture
Art
Biology
Business
Business Administration
Business Education
Chemistry
Computer Science
Criminal Justice
Economics
Educational Psychology
Elementary Education
Engineering
English
Foreign Language
Forestry
Geography
Geology
Graphics
Health, P.E. & Recreation
History
Home Economics
Journalism
Law Enforcement
Mathematics
Medical Technology (Transfer)
Military Science (ROTC)
Music (Brass, Guitar, Organ, Percussion,
Piano, Woodwinds, Strings, Voice)
Nursing (Transfer)
Philosophy and Bible
Physics
Political Science
Psychology
Pre-Dentistry
Pre-Law
Pre-Medicine
Pre-Optometry
Pre-Physical Therapy
Radio, T.V. & Film
Reading
Secondary Education
Social Science
Sociology
Social Work
Speech
Special Education
Theatre
Zoology

RAYMOND CAMPUS
857-5261 or 352-3011

Technical

Agribusiness
Bio-Medical Equipment Service
Technology
Civil Engineering Technology
Commercial Design & Advertising
Diesel Technology
Distribution & Marketing Technology
Retail Management Specialty
Fashion Merchandising Specialty
Real Estate Specialty
Drafting & Design Technology
Electronic Data Processing
Computer Programming Option (2 year)
Computer Operations Option (1 year)
Data Entry Options (1 semester)
Electronics Engineering Technology
Farm Management
Medical Records
Nuclear Power Technology
Petroleum Technology - Land
Management
Secretarial Science
Administrative Assistant Option
Intensive Clerical Training Option
Intensive Secretarial Training Option
Legal Secretarial Option
Medical Secretarial Option
Office Management Option
Secretarial Option
Supervision & Management Technology
Veterinarian Technician

Vocational

Agricultural Diesel Mechanics
Airframe & Powerplant Maintenance
Automotive Mechanics
Automotive Parts & Sales
Barbering
Bricklaying
Carpentry
Diesel & Truck Mechanics
Electric Motor Repair
General Electricity & Wiring
Industrial Drafting
Machine Shop & Tool & Die Making
Meat Merchandising
Office Machine Repair
Offset Printing
Radio & Television Servicing
Refrigeration & Air Conditioning
Welding

UTICA CAMPUS
885-6062 or 354-2327

Academic

Accounting
Art
Biology
Business Administration
Business Education
Chemistry
Child Development
Computer Science
Criminal Justice
Economics
Elementary Education
English
French
General Education
Health and Physical Education
History
Home Economics
Industrial Arts
Mathematics
Music
Physics
Political Science
Pre-Agriculture
Pre-Dentistry
Pre-Law
Pre-Medical Technology
Pre-Medicine
Pre-Nursing
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary Science
Social Science
Social Welfare
Sociology
Speech

Technical

Child Care & Development
Clerical Science
Drafting & Design Technology
Electronic Data Processing Technology
Electronics Technology
Human Services Technology
Media Technology
Secretarial Science

UTICA CAMPUS
885-6062 or 354-2327

Vocational

Automotive Body & Frame Repair
Automotive Mechanics
Barbering
Building Construction
Carpentry & Cabinet Making
Clothing & Textiles
Cosmetology
Food Service & Administration
Machine Shop
Masonry
Vocational Clerical Training
Welding

JACKSON CAMPUS
UNIVERSITIES
CENTER
982-6321

Academic

Accounting
Biology
Business Administration
Chemistry
Computer Science
Criminal Justice
Economics
Education
Educational Psychology
Engineering
English
Geography
Geology
Graphics
History
Home Economics
Journalism
Mathematics
Modern (Foreign) Language
Philosophy & Bible
Physics
Political Science
Psychology
Reading
Sociology
Speech & Theatre

**JACKSON CAMPUS
NURSING/ALLIED HEALTH
CENTER 372-6507**

**"Jackson's Center for Nursing
& Allied Health Education"**

Academic

Nursing
Selected Academic Courses

Technical

Medical Laboratory Technology
Respiratory Therapy

Vocational

Human Development Aide
Nurse Aide
Phlebotomy
Practical Nursing
Psychiatric Aide
Respiratory Therapy Technology
Surgical Technology
Unit Service (Ward) Clerk

**JACKSON CAMPUS
SUNSET DRIVE
366-1405**

**"Jackson's Center for High
Technology Education"**

Academic

Accounting
Biology
Business Administration
Chemistry
Computer Science
Criminal Justice
Economics
Education
Educational Psychology
Engineering
English
Geography
Geology
Graphics
History
Home Economics
Journalism
Mathematics
Modern (Foreign) Language
Philosophy & Bible
Physics
Political Science
Psychology
Reading
Sociology
Speech & Theatre

**JACKSON CAMPUS
SUNSET DRIVE
366-1405**

Technical

Accounting Technology (support
courses only)
Banking & Finance Technology
Child Care Development
Computer Aided Design Technology
Computer Aided Manufacturing
Technology
Machine Tool Processes Option
Dental Assisting (1 and 2 year
programs)

- * Diesel Technology
- Dietetic Assisting (1 and 2 year
programs)
- Electronic Service Technology
- Video Communications &
Entertainment Option
- Hotel, Motel & Restaurant
Management Technology
- * Human Services Technology
- * Interpreter Training for the Deaf
- * Mechanical Technology
- * Mechanics (Automotive) Technology
- Microcomputer Information
Processing Technology
Office Microcomputer Specialist
(1 year program)
- Microcomputer Service Technology
- * Postal Management Technology
- Secretarial Science
Administrative Assistant Option
Intensive Clerical Training Option
Intensive Secretarial Training Option
Legal Secretarial Option
Medical Secretarial Option
Office Management Option
Secretarial Option
- * Supervision & Management
Technology

Vocational

Automotive Machinist
Automotive Mechanics
Bank Teller and Proof Operations
Business and Office Training
Nurse Aide Science
Welding

- * These courses are offered periodically.

RANKIN BRANCH
932-5237

Academic

Accounting & General Business
Behavioral & Social Science
Computer Science & Data
Processing
Engineering & Science
General Education & Liberal Arts

*** Technical**

Banking & Finance Technology
Child Care Development
Distribution & Marketing
Technology
Drafting & Design Technology
Electronics Technology
Fire Safety Technology
Human Services Technology
Hotel, Motel & Restaurant
Management Technology
Mechanics (Automotive) Technology
Microcomputer Information
Processing Technology
Office Microcomputer Specialist
Secretarial Science
Administrative Assistant Option
Intensive Clerical Training Option
Intensive Secretarial Training Option
Legal Secretarial Option
Medical Secretarial Option
Office Management Option
Secretarial Option
Supervision & Management
Technology

**** Vocational**

Agricultural Diesel Mechanics
Automotive Body & Frame Repair
Carpentry
Industrial Maintenance
Machine Shop & Tool & Die
Making
Practical Nursing
Refrigeration & Air Conditioning
Welding

* These courses are offered periodically.

** With the exception of Practical Nursing, these programs are available on a half-time basis during the evening.

During the day, the Rankin Branch functions as a high school/vocational center. In the evening, the Branch offers college level and continuing education courses.

**VICKSBURG/WARREN
COUNTY BRANCH**
638-0600

Academic

Accounting & General Business
Behavioral & Social Science
Computer Science & Data
Processing
Engineering & Science
General Education & Liberal Arts

*** Technical**

Accounting Technology (support
courses only)
Banking & Finance Technology
Civil Engineering Technology
Diesel Technology
Hotel, Motel & Restaurant
Management Technology
Mechanics (Automotive) Technology
Microcomputer Information
Processing Technology
Office Microcomputer Specialist
Nuclear Power Technology
Secretarial Science
Administrative Assistant Option
Intensive Clerical Training Option
Intensive Secretarial Training Option
Legal Secretarial Option
Medical Secretarial Option
Office Management Option
Secretarial Option
Supervision & Management
Technology

**** Vocational**

Automotive Mechanics
Bricklaying (Masonry)
Business & Office Training
Carpentry
Diesel & Truck Mechanics
General Electricity & Wiring
Industrial Drafting
Industrial Maintenance
Machine Shop & Tool & Die
Making
Practical Nursing
Welding

* These courses are offered periodically.

** With the exception of Practical Nursing, these programs are available on a half-time basis during the evening.

During the day, the Vicksburg/Warren County Branch functions as a high school/vocational center. In the evening, the Branch offers college level and continuing education courses.

MAIL DIRECTLY TO:

Hinds Junior College District
Housing — Raymond Campus
Raymond, MS 39154

OR

Hinds Junior College District
Housing — Utica Campus
Utica, MS 39175

HINDS JUNIOR COLLEGE DISTRICT
RESIDENCE HALL ROOM APPLICATION

If you desire on campus housing accommodations, please complete and return to your campus preference:

Hinds Junior College District
Housing — Raymond Campus
Raymond, MS 39154

Hinds Junior College District
Housing — Utica Campus
Utica, MS 39175

Soc. Sec. # _____ Phone No. _____
Print Name LAST FIRST MIDDLE _____
Address _____ City _____ State _____ Zip _____

County _____ State _____ Zip _____
1. A check or money order in the amount of \$50.00 (NO CASH) payable to HINDS JUNIOR COLLEGE DISTRICT must accompany this form if housing is requested. This \$50.00 room deposit will remain on record for the duration of your residency and may be used totally or in part for any damages incurred.
2. Are you legally handicapped? () Yes () No — If yes, what is your handicap? _____
3. If room space is not available on your requested campus, would you consider another campus?
() Yes () No
4. Preferred roommate's name LAST FIRST MIDDLE _____
Roommate's Social Security No. _____

Applicant's Signature _____
Your housing application will not be processed until your admissions application has been received by the Hinds Junior College District.
NOTE: CONFIRMATION OF ROOM STATUS WILL COME FROM CAMPUS HOUSING

FOR OFFICE USE ONLY
Campus _____
Residence Hall _____
Room No. _____
Receipt No. _____
FINANCIAL AID OFFICE
SEOG \$ _____
PELL \$ _____
Other \$ _____
Date _____
Signature _____
BUSINESS OFFICE
Cash \$ _____
Other \$ _____
Date _____
Signature _____

() Male () Female
5. Please check ALL semesters you wish to reside in Campus Housing.
() Fall Semester 19 _____
() Spring Semester 19 _____
() 1st Session Summer 19 _____
() 2nd Session Summer 19 _____
6. Rank order your hall preference below. (1st, 2nd, etc.)
*Indicates air conditioning.

RAYMOND CAMPUS
MEN WOMEN
() *Greaves Hall () *Allen-Whitaker
() *Sheffield () *Davis Hall
Woolley () *Hardy-Puryear Hall
() *Virden Hall () *Main Hall
() *Williams Hall () Marshall Hall
UTICA CAMPUS
*MEN *WOMEN
() ()

Enclose \$50 check payable to
Hinds Junior College District



HCC
378.1543
H58CA
984-86

HINDS COMMUNITY COLLEGE
RAYMOND



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ent is responsible for meeting requirements for graduation and for complying with other in-
and regulations contained in this catalog and its addenda. Counselors and advisors are
nd are willing to assist students in planning programs of study and to aid them in other
college life. However, the final responsibility for meeting requirements for graduation and
o other academic regulations rests with the student.

WITHDRAWN

NOTICE OF
NONDISCRIMINATORY POLICY
AS TO STUDENTS AND EMPLOYEES

It is the policy of Hinds Junior College not to discriminate on the basis of sex, handicap, race, color, religion, or national or ethnic origin in its educational programs, admissions policies, employment policies, financial aid, or other school-administered programs. This policy is enforced by federal law under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with these statutes may be directed to Mr. C. V. Sullivan, Business Manager.



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Hinds Junior College

HINDS JUNIOR COLLEGE DISTRICT
RAYMOND, MISSISSIPPI 39154-0999

